

ANIMAL CONTROL OFFICER I

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general direction of the Chief of Police or assigned supervisor, patrols the City and issues citations and summons; impounds animals in violation of animal control ordinances and wild animals.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Patrols city streets looking for stray animals; picks up loose animals; issues citations to animal owners for violation of animal control ordinances; testifies in court as required; answers radio calls for dead animal disposal and citizen complaints; destroys seriously injured, diseased and vicious animals; euthanize unwanted or unclaimed animals; keeps records pertaining to animals apprehended; arranges for the release of animals to claimants or adopters; releases wild animals in the country; cleans the shelter including cages, water pans, litter boxes and similar items; investigates dog bite cases; delivers injured animals to veterinarian for treatment or euthanasia; destroys unclaimed animals; maintains animal shelter; purchases supplies and food for care of confined animals; feeds animals; prepares and maintains records of activities and animals picked up, returned to owners, adopted out and destroyed. Ability to work rotating shifts, weekends and holidays may be required.

OTHER DUTIES: May pick up and deliver mail; leads volunteers who assist at the shelter.

QUALIFICATIONS

Some knowledge regarding animals and their care.

Skill in handling and care of dogs, cats and other domestic and wild animals.

Ability to pursue and capture a wide variety of large and small animals.

Ability to apply euthanasia.

Ability to learn and apply animal control ordinances and operational procedures.

Ability to enforce laws and ordinances with tact and impartiality.

Ability to keep operating records.

Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform occasional heavy physical work, to lift and carry up to 100 pounds;

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate animal catching devices, traps, operate a computer and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, observe for loose animals, read codes, prepare records and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school; some experience in working with animals is desirable.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.