

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.

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.