

MAJOR FUNCTION

This is skilled work involving the enforcement of local and state laws pertaining to domestic animals. This includes the capture, detention, and disposition of abandoned, stray, uncontrolled, or dangerous animals. Work is performed in response to citizen complaints or emergency circumstances, as well as during routine patrols. Work is performed independently under the general supervision of an assigned supervisor. Performance is evaluated based on oral and written reports and observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responds to citizen concerns regarding sick, injured, loose and/or aggressive animals. Investigates and resolves animal related complaints including but not limited to nuisance issues and reports of animal neglect and cruelty. Conducts in depth investigations on dogs petitioned to be dangerous. Enforces rabies vaccination requirements for domestic pets and responds to calls regarding potentially rabid wildlife that may be putting people and pets at risk. Administers first aid to animals to include transporting sick or injured stray animals for the purpose of receiving emergency veterinary care. Educates the public on the ordinances, liabilities, and responsibilities applicable to pet ownership. Impounds animals; issues warning notices and citations to owners. Assumes on-call emergency responsibilities and responds to sick, injured, or aggressive stray animals 24 hours a day. Appears in court on contested citations and criminal violations. Drafts comprehensive reports to be used in court. Safely operates assigned vehicle to patrol city or responds to complaints relative to animal nuisances. Assists in maintaining adequate supply and equipment inventory used by field personnel. Processes animals into the shelter through proper completion of forms and computer data entry. Learns and applies animal nuisance laws and ordinances, and issues warnings as necessary. Performs related work as required.

Other Important Duties

Drafts accurate reports of animal incidents. Supplies food, water and care to detained animals. Cleans and maintains assigned vehicle used for transport of animals. Performs euthanasia. May be required to serve on-call duty at all times. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of accepted animal control enforcement procedures, techniques, and medications involved in capture, care and maintenance, or disposition of animals. Thorough knowledge of the safe and efficient use of assigned equipment. Ability to handle animals safely and humanely while capturing, transporting, and sheltering. Thorough knowledge of local and state laws pertaining to animals. Thorough knowledge of the road networks of the City. Working knowledge of business English, spelling and arithmetic. Working knowledge of the operation of a two-way radio. Ability to enforce the law with firmness and impartiality. Ability to explain regulations to the public with tact and courtesy. Ability to adapt in a changing environment daily, including volatile people and aggressive animals. Ability to cope with the stress associated with euthanasia, abuse, neglect and animal welfare. Ability to work during adverse weather conditions. Ability to lift heavy animals. Ability to recognize animal breeds. Ability to recognize animal behavior (dog, cat, small animal, exotics and livestock). Skill in the use of personal computers, including Microsoft Office and database, Chameleon.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience in animal control enforcement, animal care and handling, law enforcement, code

enforcement, or similar experience with animals; or an equivalent combination of training and experience. Must be able to demonstrate responsible personal pet ownership for at least two years which must be documented via presentation of records from a veterinarian, kennel, etc. reflecting ownership and care (vaccinations, neutering, spaying or wellness check-ups).

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Within six months of employment, must obtain Animal Control Officer and Euthanasia certifications.

Established: 11-5-96
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