

MAJOR FUNCTION

This is skilled work involving the capture, detention, and disposition of unlicensed, stray, uncontrolled, or dangerous animals. Work is performed during assigned patrols, as well as in response to complaints or emergency circumstances. 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**

Maintains rabies control program within the city limits. Conducts in-depth investigations on dangerous dog complaints. Investigates animal bite complaints for the purpose of rabies control and quarantine. Receives and responds to calls requesting assistance in regard to animal problems, including animal cruelty and dangerous dogs. Educates the public on the ordinances, liabilities, and responsibilities applicable to pet ownership. Administers first aid to injured animals. Impounds animals; issues warning notices and citations to owners. Responds to stray, nuisance, sick/injured animal complaints. Assumes on-call emergency responsibilities and responds to injured/sick animal or bite complaints 24 hours a day. Appears in court on contested citations and criminal violations. Drafts comprehensive reports to be used in court. May delegate responsibilities to subordinate employees to ensure timely completion of tasks. Safely operates assigned truck 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, etc. 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 animal pens, maintains detention area and assigned vehicle used for transport of animals. 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 techniques, medications involved in capture, care and maintenance, or disposition of animals. Thorough knowledge of the safe and efficient use of assigned equipment. Thorough knowledge of dog licensing and dog leash laws. Thorough knowledge of the road networks of the City. Thorough knowledge of animal control enforcement procedures. 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. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience in human care giving, animal care, animal breeding, animal grooming, law enforcement, code enforcement, animal control enforcement or similar experience with animals; or an equivalent combination of training and experience.

Necessary Special Requirements

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

Established: 11-5-96
Revised: 12-19-97
10-02-03*
09-24-04
04-27-09*