

## POSITION DESCRIPTION

Class Title: Animal Control Officer  
Department: Animal Control  
Date May 19, 2023

Job Code Number: MT4  
Grade Number:

### **GENERAL PURPOSE**

Performs routine and complex public safety work in the enforcement of animal control ordinances.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Animal Control Supervisor.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform tasks related to the enforcement of animal control laws and City Ordinances.
- Answer calls and patrol the city to capture and impound stray and/or unwanted animals. Retrieve sick, injured, and dead animals.
- Collaborate with state and local agencies on rabies control and quarantine animals suspected of having rabies.
- Handle complaints and explain animal control laws and regulations to the general public.
- Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases.
- Maintain animal control unit and related animal control equipment.
- Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control.
- Cares for, feeds and houses animals at the animal shelter; provides maintenance and upkeep for the animal shelter.
- Euthanize sick and injured animals.
- Release claimed animals.
- Remove dead or injured dogs and animals from municipal roads and public areas.
- Receive and process fees and submit fees to the records department lock box.
- Arrive at work every day on time, in good physical and mental condition.
- Patrols streets to locate stray animals and promptly captures animals and transports them to an animal shelter.
- Serves various criminal or civil notices or papers related to enforcement of animal control ordinances. Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.
- Compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities.

- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

#### PERIPHERAL DUTIES

- Maintains departmental equipment, supplies, and facilities.
- Serves as a member of various employee committees.
- Other duties as assigned or directed by supervisor.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- High school diploma or GED equivalent.
- An equivalent combination of education and experience.

##### Necessary Knowledge, Skills, and Abilities:

- Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques.
- Some skills in operating the tools and equipment listed under tools and equipment.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

#### SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire, a valid State Driver's License

#### TOOLS AND EQUIPMENT USED

Animal patrol vehicles, animal capture equipment, police radio, pager, first aid equipment, personal computer.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: