

# **ANIMAL CONTROL OFFICER**

Department: ANIMAL CONTROL

FLSA Status: Non-Exempt

**Job Summary:** Ensures the safe and humane capture and transport of animals in violation of city ordinance or for rabies quarantine. Respond to observed or reported emergency situations and ordinance violations.

**Supervision Received:** Work is performed under the general supervision of the Senior Animal Control Officer.

**Supervision Exercised:** None.

## **Essential Job Functions:**

1. Patrol within city limits, driving city vehicle, for violations of city codes and ordinances.
2. Investigate reports of animal bites and dangerous animal cases and respond to and dispose of dead animals.
3. Subject to on-call status after normal working hours and should have a response time of no more than 30 minutes.
4. Respond to reports of emergency situations assisting other governmental agencies or citizen complaints to animal related instances.

## **Other Job Functions:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

## **Minimum Qualifications:**

Knowledge, skills, and abilities required:

Knowledge in safely and humanely handling animals, including those of unknown or potentially dangerous temperament.

Knowledge of dog breeds/cat breeds and animal behavior.

Knowledge of state and local laws, regulations, and ordinances concerning the licensing and impoundment of animals.

Knowledge of two-way radio communication, equipment, and usage.

Skill in use of equipment used to capture and restrain animals.

Skill in resolving situations requiring the exercise of good judgment.

Skill in establishing and maintaining good working relationships with other city employees and perform such other duties as may be required to assist other city departments.

Skill in verbal and written communication, dealing with the public, and promoting a positive image of the shelter.

Ability to make effective use of time.

Ability to identify and correct potential safety hazards, establish and maintain effective working relationships, and communicate effectively with the public.

Ability to work in an outdoor environment, subject to changing weather conditions, do heavy tasks involving bending, lifting, walking, and carrying or using a force equal to lifting fifty pounds or heavier.

Ability to enter data into a computer database.

**Qualifying Education and Experience:**

High school diploma or GED.

One year of experience involving direct contact with animals preferred.

Must hold Department of State Health Services (DSHS) Basic Animal Control Officer Certification or be able to obtain it within one year of employment.

Valid Class C Driver's License.

**ANIMAL CONTROL OFFICER**

I, \_\_\_\_\_, have received a copy of my job description and understand and agree to the terms outlined therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness