

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Animal Control Officer		PAY GRADE: 7
DEPARTMENT: Animal Control and Codes	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Supervisor, Animal Control and Codes	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: Yes	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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APPROVED: <u><i>[Signature]</i></u> Department Head/Elected Official	<u>12/11/18</u> Date	
<u><i>[Signature]</i></u> Human Resources Director	<u>12-13-18</u> Date	

I. PURPOSE SUMMARY. Reporting to the Supervisor, Animal Control and Codes, performs animal control enforcement duties, enforces animal control ordinances and with Sheriff's Department coordination - state statutes, captures/restrains a variety of stray, vicious, injured, wild and stray or unwanted domesticated dogs and/or cats using humane methods to minimize injury to animals while maintaining safety.

II. ESSENTIAL DUTIES.

1. Patrols assigned areas to locate animals in violation of animal regulations, laws and ordinances.
 - a. Safely captures and removes stray, uncontrolled or abused animals from undesirable conditions using nets, catch poles, leashes, muzzles and traps as necessary.
 - b. Scans captured animals for microchip using issued microchip scanner and contacts animal owners to attempt to return animal prior to impound.
 - c. Places captured animals in animal control vehicles and transports animals to impound facility.
 - d. Impounds animals and completes required paperwork to ensure accurate accountability of all animals impounded.
 - e. Cleans and sanitized animal control cages after each impound to clean bodily fluid, blood and to eliminate spread of zoonotic diseases.
 - f. Verifies validity of animal and kennel licenses in accordance with regulations and issues warnings or citations for non-compliance.
 - g. Conducts investigation of complaints concerning treatment of animals; discuss compliance plan with owner and/or refers to law enforcement in accordance with department procedures for state statute violations.
 - h. Initiates follow-up visits and inspections to ensure compliance
 - i. Submits reports of enforcement activities and case reports before end of shift.
 - j. Responds to calls for service and when required rabies submission job responsibilities for animal bites and bats.
2. Responsible for safe capture of snakes that pose threat to public safety using issued tongs.
3. Responds to public inquiries and complaints regarding animal violations.
4. Prepares for prosecution related to violations of ordinances.
 - a. Initiates case file preparation in coordination with Case Worker
 - b. Prepares written reports and takes pictures as documentation
 - c. Testifies in court proceedings

5. Provides options for mediation between neighbors in resolving animal related disputes and issues.

III. ADDITIONAL DUTIES.

1. Educates the public at school presentations and other County events on animal regulations and licensing requirements.
2. Handles difficult situations using professionalism and tact.
3. Performs special projects and activities or related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma or equivalent is required

B. Experience. A minimum of one (1) year full-time work experience in any of the following: professional care and handling of kennel animals; codes enforcement; enforcing environmental health laws, law enforcement; jailer; or relevant military experience. Bilingual (English/Spanish) is preferred to effectively communicate with citizens when responding to calls in the community.

C. Education/Experience substitution.

D. Licenses/Certifications. Valid Class D Drivers License with verified record of good driving history. Current National Animal Control Association (NACA or related) Certification is preferred.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check, driver's license record check.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of basic care and custody, treatment, and diseases of various animals; administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology, performing daily vehicle inspections and minor vehicle maintenance; and defensive tactics to minimize injury when capturing animals in the County and its boundaries.

Skill in handling domestic animals; interpreting and applying County ordinances and state statutes relating to animal control enforcement, working independently while recognizing issues that should be referred to the supervisor; and identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Ability to use computers; operate two-way radio systems utilizing 10 code; identify different breeds and species of animals; communicate information and ideas effectively in written and oral form so that others will understand; actively looking for ways to resolve situations; and establish and maintain effective and cooperative working relationships with others.

2. **FREEDOM TO ACT.** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. **GUIDELINES AND JUDGMENT.** Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.** The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy animals

5. **WORK ENVIRONMENT.** Works 90% of the time outdoors exposed to all weather conditions, dust, noises, uneven surfaces, and noxious odors. The work involves moderate risks or discomforts that require special safety precautions. Employees may be required to use protective clothing or gear and is required to use safety equipment provided.

6. **SUPERVISORY RESPONSIBILITY.** No supervision exercised. Responsible for own work.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

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