

8.11
10.15
2/23/15

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Animal Cruelty Coordinator

PAY GRADE: B23

DEPARTMENT: Sheriff's
REPORTS TO: Sergeant CID Division
BARGAINING UNIT:

FLSA: Exempt Non-Exempt
LEAD: Yes No
SUPERVISOR: Yes No

APPROVED: 

Department Head
Bob White
for _____
Human Resources Director

2/24/15

Date
22575

Date

- I. **PURPOSE SUMMARY.** Reporting to the CID Division Sergeant is responsible for the investigation of cruelty to animal complaints to include livestock cases that are not accepted by the Livestock Inspector.
- II. **ESSENTIAL DUTIES.**
 1. Takes initial public inquiries and complaints regarding allegations of animal cruelty, opens case file and conducts investigation.
 - a. completes required paperwork to ensure accurate accountability of all animals impounded
 - b. verifies validity of animal and kennel licenses in accordance with regulations
 - c. oversees crime scene and assists with capturing animals to be impounded
 - d. investigates the information regarding the care of animals, interview witnesses, interrogates suspects
 - e. obtains search and seizure warrants
 2. Prepares cases for criminal trial.
 - a. Takes documentation of animals, photographs, video tapes, secures evidence.
 - b. Follows up with veterinarian medical reports, responsible for chain of custody and transportation of animals impounded or seized as evidence in alleged cases
 - c. Prepares formal charges for criminal court actions against violators of state statutes and county ordinances related to animal violations
 - d. Represents the County in court proceedings related to animal cruelty cases
 - e. Completes any and all required paperwork to ensure vicious animals are euthanized as per state statute.
 3. Develops and maintains a collaborative working relationship with others.
 - a. Performs and/or assists with animal rescues in disaster situations, such as flooding, fire, or other natural disasters as directed
 - b. Assists other agencies and with public education events related to animal ordinances
 - c. Communicates effectively with individuals from various cultural, socio-economic, and educational backgrounds

III. ADDITIONAL DUTIES.

1. Assist with the preparation and sending of letter cases on any felony level crimes that are not assigned to a field investigator.
2. Assist and/or prepare any evidence for field investigators and/or patrol deputies for cases being sent to the New Mexico State Crime Laboratory or any other entity that processes evidence.
3. Assist with the transportation of evidence to any location for processing.
4. Performs special projects, investigations and activities or related duties as assigned by CID supervision.

IV. QUALIFICATIONS.

A. Education. High School Diploma equivalent is required

B. Education substitution.

C. Experience. A minimum of three (3) years experience in investigations of animal control and regulatory enforcement of laws, regulations, and/or statutes of animals.

D. Experience substitution. In accordance with County Policy.

E. Licenses/Certifications. Valid Class D Drivers License with verified record of good driving history. Current New Mexico Law Enforcement Certification or eligibility for New Mexico Law Enforcement Certification by Waiver is preferred, but not required. Current National Animal Control Association Certification is preferred or must be obtained within the first twelve (12) months of hire.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Bilingual (English/Spanish) is preferred to effectively communicate with citizens when responding to calls in the community.

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

Knowledge of:

- Computers utilizing appropriate software, telephone, fax machine, calculator at a intermediate level
- Report writing and court demeanor and protocol
- Knowledge of investigation techniques and animal control regulations and procedures
- (If Certified) Criminal law and criminal procedure in regard to apprehension, arrest and custody of persons committing misdemeanor and felony animal cruelty violations

Skilled in:

- Verbal communication required for interacting with general public and staff, which must be conducted in a courteous and respectful manner at all times.
- Technical level reading, writing, and mathematical calculation skills for case production
- Two-way radio operations

Ability to:

- Develop and maintain effective working relationships with others
- Handle difficult situations using professionalism and tact
- Accurately interpret and Implement animal control regulations, County ordinances and policies and department standard operating procedures

2. **FREEDOM TO ACT.** The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee may also determine the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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 outdoors requires extensive physical abilities in outdoor environments 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 items, operate specific office, radio, and trapping equipment, and must be able to safely operate a vehicle for extended periods of time. The employee must have the ability to frequently move or re-position up to 50 pounds, and occasionally climb railings and work on uneven surfaces. The work performed indoors is sedentary.

5. **WORK ENVIRONMENT.** Seventy (70) percent of the time work is performed outdoors and involves moderate risks or discomforts that require special safety precautions. Employee is often exposed to foul odors and to loud noise levels. Employee is exposed to dangerous situations and/or vicious animals when trapping and transporting. When working outdoors the employee is required to use protective clothing or gear. Thirty (30) percent of time the work is performed indoors under temperature controlled conditions with everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work involves moderate risks or discomforts that require special safety precautions. Employees may be required to use protective clothing or gear.

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