

## CITY OF DURANT JOB DESCRIPTION

Title:	<b>Animal Control Officer</b>	FLSA Status: Non-Exempt
Department:	Police	Pay Grade: 4
Reports To:	Neighborhood Services Manager	<b>Safety Sensitive</b>

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### POSITION SUMMARY

This civilian position enforces City codes and ordinances for the licensing, care, and control of animals.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Investigates all public animal complaints including stray animals, cruelty investigations, missing animals search and reunification, defecation complaints, licensing, noise complaints, and animal bites.
2. Receives information from complainant; meets with owners of animals when possible; provides information regarding City ordinances; prepares reports; and provides follow-up as needed.
3. Sets traps for non-domestic and domestic animals. Captures wild nuisance animals within city dwellings and properties. Relocates or euthanizes when appropriate.
4. Enforces all applicable City ordinances; issues warning or citations for violations of ordinances. Patrols city streets looking for nuisance animals.
5. Captures, tags, and logs animals into the animal shelter; picks up and properly disposes of dead animals.
6. Makes dispositions of all complaints or inquiries or directs people to the proper organizations to handle the complaints.
7. Cleans, disinfects and maintains animal shelters, cages and facility.
8. Responds to requests for assistance.
9. Assists with daily animal and shelter care including cleaning the shelter; providing feed, water and care for animals; treating sick or injured animals.
10. Assists public with questions regarding lost and adoptive animals; advises public on appropriate policies and procedures; releases animals from shelter for adoption or reclaim.
11. Assists with and performs euthanasia of animals as assigned.
12. Prepares accurate reports and maintains daily logs relating to all animal control matters, including euthanasia, animal bites, and quarantines.
13. Properly maintains all work equipment.
14. Responds to requests for assistance.
15. Performs maintenance, custodial, and groundskeeping for the animal shelter, as assigned.
16. Other duties as assigned.

### KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of City and State animal control laws, regulations and procedures.
2. Knowledge of principles and practices for capturing and handling a variety of wild and domestic animals.
3. Knowledge of principles of animal behavior.
4. Knowledge of specialized animal control equipment and techniques.
5. Skill in answering calls and complaints involving animal control.
6. Skill in advising owners of loose animals, leash laws and the necessity of keeping animals under control.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.
10. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
11. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
12. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
13. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
14. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
15. Ability to perform word processing and/or data entry.
16. Ability to perform mathematical calculations required of this position.
17. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
18. Skill in researching and understanding complex written materials.
19. Ability to prepare and maintain accurate and concise records and reports.
20. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
21. Ability to define problems, exercise sound judgment, and address a variety of situations.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Ability to maintain professionalism at all times.
24. Ability to maintain confidentiality.
25. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
26. Ability to establish and maintain effective working relationships with others.
27. Ability to work the allocated hours of the position.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description 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*

*or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work requires operating machines, operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to animal attacks and infectious diseases carried by animals.
- Work is primarily in the field.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- High School Diploma/equivalent.

#### **PREFERRED QUALIFICATIONS**

- Previous work experience with handling animals or animal control.

#### **OTHER REQUIREMENTS**

- Must possess a valid Driver's license.

Completion of the following certification upon hire:

- National Animal Control and Humane Officer Training Module A.
- The Humane Society of The United States for Animal Cruelty and animal Fighting Investigations.
- Chemical Immobilization certification.
- Pepper Spray certification.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.*