

## ANIMAL CONTROL OFFICER

### Part Time

Department: Police Classification/Grade: 16L  
Division: \_\_\_\_\_ FLSA Status: Part Time  
Reports to: Animal Control Officer Date Approved: \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

#### **DEFINITION**

Actively support and uphold the City's and Department's mission and values. Assist in a variety of duties involved in enforcing City Ordinances and regulations relating to the care and keeping of animals in the city; and to impound and care for animals as appropriate.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Patrol city streets and roads; search for stray domestic and wild animals; plan routine patrols as necessary.
3. Assist Animal Control Officer with operation of the Mesquite Animal Shelter.
4. Responsible for the care and control of animals housed at the Shelter.
5. Maintain files and records.
6. Maintain safety and security of Animal Shelter.
7. Respond to calls, captures, transports, and impounds stray animals.
8. Issue citations or notices of violation in the enforcement of ordinances relating to animal control.
9. Research and update computerized records; prepare a variety of reports.
10. Assist with investigations of reported violations of zoning code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites, and animal nuisance complaints.
11. Interview complainant and identify animal owners.
12. Establish quarantines to determine health of animals; may impound seriously injured or ill animals and arrange for veterinary care.
13. Provide assistance to the public regarding animal control matters; responds to inquiries and provides information regarding local animal control laws.
14. Perform various duties involved in kennel maintenance, clean kennels and feed impounded animals.
15. Perform various office duties including the redemption or purchase of impounded animals, receive fees, issue receipts, receive and record reports of lost and found animals.
16. Pick up and transport dead animals to landfill for disposal or to a laboratory for testing in the event of suspected rabies.
17. Be dependable and meet acceptable attendance requirements at all times.
18. Follow all applicable safety rules and regulations.

#### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**

- Basic techniques of animal handling.
- Basic office and clerical skills.
- Basic computer skills.
- Good public relation skills.
- Problem solving.
- Self-defense tactics.
- Pertinent federal, state and local laws, codes and regulations.
- The symptoms of common animal diseases.
- The occupational hazards and safety precautions of working around domestic and wild animals.

### **Ability to:**

- Learn typical behavior of domestic and wild animals.
- Learn basic methods of using immobilization and restrain devices.
- Interpret, apply and enforce laws and regulations pertaining to animal control.
- Stay calm and act rationally in emergency situations.
- Apply principles and techniques of prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Communicate clearly and concisely, both orally and in writing.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Analyze situations quickly and objectively, and recognize actual and potential dangerous situations, and determine proper course of action.
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Interpret and explain policies and procedures.
- Utilize good public relations skills.
- Prioritize tasks.
- Establish effective working relationships with employees and the public
- Frequently use printer, telephone, and fax.
- Properly operate assigned city vehicle and equipment.
- Meet and deal with the public tactfully and effectively.

### **Special Requirements**

Residency Requirement: Must be able to respond within 20 minutes from residence. Subject to 24-hour call back for emergencies.

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

**Education:** High School diploma or G.E.D. Associates Degree from an accredited college or university preferred.

Training:

License or Certificate:

Willingness to obtain within one year of employment with the City of Mesquite a National Animal Control Associate Level 1 Certification, Certification in performing euthanasia of animals, and Certification in vector control. Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license. and must be 18 years of age at time of appointment.

**WORKING CONDITIONS**

Work is performed under the following conditions:

Duties are primarily performed outside where the employee is exposed to varying and extreme weather conditions. Must be able to work shift work.

**Physical Requirements:** Physical exertion may be required to climb stairs and over walls.

Physical exertion is required to subdue resisting and chase fleeing animals. Physical exertion is required to climb stairs and over walls, with constant running, walking, crouching, crawling, kneeling, and twisting; standing or sitting for extended periods of time. Must have the capability to hear, speak and see to communicate with the general public. Physical effort is required to lift/carry injured/deceased animals and equipment up to 50lbs. Great mental ability is required daily.

**Job Hazards/Risk Factors:**

Employees risk physical hazard from violent, aggressive, and hostile people, domestic or wild animals that are vicious and/or diseased and, therefore, could result in substantial bodily harm or death. Exposure to a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
May 2005  
October 2009