Animal Control Officer

JESAP Profile

Department Name For This Position: Animal Control	Position Reports To: Senior Animal Control Officer
Physical Location For This Position: Animal Shelter	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

The purpose of the Animal Control Officer position is the response and investigation of laws and ordinances pertaining to the keeping of animals within the jurisdiction.

Essential Duties and Responsibilities

Assists in the daily functions of the animal shelter.

Responds to, investigates and enforces all animal control related laws and ordinances within the jurisdiction.

Operates city vehicle in the course of daily duties.

Maintains the shelter to ensure conditions are sanitary.

Performs general cleaning of office, restrooms, and other areas of the facilities; performs minor maintenance of facility and equipment.

Feeds and waters animals according to schedule; cleans kennels and cages using appropriate cleaning agents and equipment.

Creates and maintains records for each complaint, incident, and investigation.

Issue citations and warnings to violators and testifies in court.

Creates and maintains records of each animal impounded.

Enters data in computer software. Maintains supplies for shelter, such as drugs, food, and maintenance items; reporting needed supplies to the Senior Animal Control Officer.

Selects animals to be euthanized and performs euthanasia.

Performs outside maintenance such as mowing grass, trimming shrubs, and general cleanup around the facility.

Notifies owners per ordinance that their animal has been located.

Assists customers in selecting animals for adoption.

Prepares specimens for rabies testing, completes necessary paperwork, and delivers specimens to state lab.

Processes public impounds, owner relinquishments and adoptions, collect monies for fees, issues receipts and completes necessary forms.

Suggests changes in working conditions and use of equipment to increase efficiency of the department.

Responds to after hours and weekends emergency calls as needed.

Ensures the highest level of customer service to shelter visitors and citizens, maintains professional working relationships with employees of other departments and vendors.

Other duties may be assigned.

Supervisory Responsibilities

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of

own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.

- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.
- Communication Skills: Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.
- Impact Of Job On End Results: MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

Certificates, Licenses, Registrations

Required

Valid Arkansas Driver's License, must possess or be able to obtain euthanasia and chemical capture or equivalent certification within one (1) year of employment. Must possess or be able to obtain Certification via the National Animal Control and Care Association Levels I, II & III within 3 years of employment.

Preferred

Fear Free, Animal Cruelty Investigator, FEMA Animals in Disasters: Awareness and Preparedness (IS-10.a;) FEMA Animals in Disasters: Community Planning (IS-11.a;) FEMA Introduction to the Incident Command System (ICS 100) & FEMA Basic Incident Command System for Initial Response (ICS 200.)

Contacts With Public and Employees

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Occasional use of highly complex machines and equipment; specialized or advanced software programs.

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None

- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Outside working environment, wherein there are extremely disagreeable working conditions most of the time. (e.g. hot mix paving in constant sun).

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).

- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.

Additional Information

Core Competencies / Additional Info

Ability to work overtime. Ability to interact with team members productively. Ability to work rotating shifts. Regular and punctual attendance. Ability to follow both verbal and written directions. Ability to interpret laws and ordinances, policies and procedures and apply appropriately. Regular and punctual attendance.

Yet More Additional Info

undefined

Created By: IMP-1186033 IMP-last_name	Date Created: 14 October 2024 at 11:54:12 am
Last Modified Date: 4 March 2025 at 8:47:47 am	