

ANIMAL CONTROL OFFICER

POSITION DESCRIPTION

POSITION: ANIMAL CONTROL OFFICER
DEPARTMENT: POLICE
CLASSIFICATION: CLASSIFIED (once probationary period is completed)
BEGINNING SALARY: GRADE 6, LEVEL 1, unless otherwise designated by Board of Trustees

GENERAL PURPOSE:

The Animal Control Officer performs routine and complex work in the enforcement of the Animal Control Ordinance. The purpose of the position of Animal Control Officer is to ensure a safe environment within the town limits for people and pets. The Animal Control Officer investigates animal cruelty cases. Patrol streets, issue warnings and citations for violations of the Animal Control Ordinance. Testify in court regarding violations. Capture/Trap dogs, cats, skunks, and other animals. Maintains kennels and keep animal control records. Coordinate adoption efforts and shot clinics. Acquire all mandated training and perform related duties and responsibilities as required.

SUPERVISION RECEIVED:

The position of Animal Control Officer serves under the Police Chief.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED Equivalent

Must possess valid NM Driver's License, and be able to drive

Must not have any felony convictions

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in the use of Word or WordPerfect and skilled in operating common office equipment.

Ability to record information concisely and accurately, and organize and manage time effectively; and the ability to complete and file various reports in an adequate and timely manner.

Must be able to perform all duties with minimal supervision.

Ability to work irregular hours, nights and weekends

Possess good oral and written communications skills.

Must reside within thirty (30) miles of town limits and within a maximum of forty-five (45) minutes response time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, walk, run, drive, physically restrain animals, see and hear.

The employee is occasionally required to climb or balance, jump, stoop, kneel, crouch, or crawl.

The employee must often work in inclement weather.

The employee is frequently required to use hands, arms and fingers, handle, and feel objects and tools.

The employee is frequently required to lift and/or move up to 50 pounds; and occasionally lift up to 75 pounds.

Specific vision abilities required by this job include close vision and the ability to focus.

(Read books, memos, computer screens, etc.)

TOOLS AND EQUIPMENT USED:

Requires frequent use of a motor vehicle, animal traps, animal restraint devices, Pepper Spray, baton, and radio equipment.

DUTIES NOT EXCLUSIVE:

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 logical assignment to the position.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interviews, Drug test, and background check; job related test may be required. The selection process may include interview by an employee selection committee. The Board of Trustees will give final approval to the decision to hire.

JOB DESCRIPTION NOT A CONTRACT:

The job description does not constitute an employment agreement between the Town of Estancia and employee and is subject to change by the Town of Estancia at its discretion or as requirements of the job change.

PHYSICAL OR MENTAL LIMITATIONS:

The employee is not required to disclose information about any physical or mental limitations that the employee believes will not interfere with the employee's capability to do the job. On the other hand, if the employee wants the Town of Estancia to consider special arrangements to accommodate a physical or mental impairment, the employee may identify that impairment and suggest the kind of accommodation that the employee believes would be appropriate.

EMPLOYEE DECLARATION:

I have read the above Position Description. I understand the demands and expectations of the position described and, to the best of my knowledge, I believed I can perform these duties.

Employee Signature

Supervisor Acknowledgement

Date

Adopted July 1, 2013