



## ANIMAL CONTROL OFFICER

Department: **Police** Class Code: **16**  
Reports to: **Civilian Operations Supervisor** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, provides care, treatment and adoption of animals at the Chino Valley Animal Shelter. The Animal Control Officer enforces the Arizona Revised Statutes as they relate to animals as well as Town Ordinances.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforces Town Ordinances and Arizona Revised Statutes that relate to animals.
- Responds to reports of animal issues as reported by the public.
- Patrols the Town for stray dogs and other animal problems.
- Counsels pet owners and/or complainants.
- Issues warnings and citations.
- Contains and secures stray animals; impounds and cares for stray animals.
- Submits animal heads suspected of having rabies to the State laboratory for testing.
- Treats and cares for injured, frightened, vicious and/or abused animals.
- Assists Law Enforcement on calls for service involving animals as requested.
- Writes reports for complaints and impounded animals.
- Makes court appearances.
- Handles financial interactions involving cash, checks and credit cards.
- Maintains equipment and the Town vehicle.
- Loans out cat and skunk traps; keeps track of traps.
- Picks up donated animal food and stores at the shelter.
- Assists in purchasing supplies for the shelter.
- Delivers licenses to veterinarians for sale; collects and tracks sold licenses; data enters sold license information into an automated data base.
- Returns animals to their owners; counsels owners; charges owners and collects money; issues warnings or citations.
- Processes various documentation, including contracts, receipts, impound cards, statistics, licenses and related items.
- Assists with training of staff and the public.
- Assists with training and supervision of volunteers.
- Participates in adoption events and rabies clinics.
- Transports animals for veterinary care.
- Assists the shelter with various housekeeping and cleaning; mops and sanitizes floors; cleans outside runs and play yards.
- Assists Adoption Specialists as needed.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

## **JOB DESCRIPTION**

## **Animal Control Officer**

- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Perform all duties as listed/assigned to Adoption Specialists.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or equivalent and one years of animal control experience, or an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Possession of a valid driver's license.

Obtain N.A.C.A. Module A Certification within 1 year of employment.

Taser Certification within 3 months of employment.

OC Certification within 3 months of employment.

Complete AZPOST Firearms Training if firearm carry is authorized.

#### **Required Knowledge of:**

- Principles, practices and methods of animal care.
- Applicable animal laws and regulations.
- Investigative procedures and practices.
- Principles and practices of effective employee supervision.
- Inventory procedures.
- Office procedures and practices.
- Principles and practices of customer service.
- Cleaning practices and methods.
- Uses and applications of personal computers and various software applications.

#### **Required Ability to:**

- Develop and maintain effective working relationships with Town staff, external organizations and the general public.
- Handle difficult, sick, injured and hostile animals.
- Perform effective customer service.
- Perform routine office procedures.
- Perform basic mathematical calculations and handle money.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of business software.
- Perform various cleaning tasks.

#### **Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. May be exposed to extreme weather conditions. May be exposed to potentially violent animals and people. May be exposed to hazardous chemicals. May be exposed to infectious diseases. May be authorized to carry a firearm, but all will carry Taser and OC Spray.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

**JOB DESCRIPTION**

**Animal Control Officer**

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		6/2018		13		
		07/2019		16		

**APPROVED:** Human Resources

**DATE:** 05/30/2019