

ANIMAL CONTROL OFFICER

NATURE OF WORK

Under general supervision, performs a variety of duties associated with the care and control of animals housed at the County's Animal Shelter.

TYPICAL DUTIES

Provides for the proper care and feeding of shelter animals; responds to citizen complaints with regard to dogs and cats; enforces animal control laws, regulations and ordinances, i.e., leash law; assists in maintaining the shelter building and grounds; performs euthanasia services as necessary; maintains facility records, including kennel cards, euthanasia log, animal control citations or warnings, DEA licensing agreements, trap agreements, bite reports, adoptions, etc.; schedules clinics for spay/neuter services, veterinarians and rabies vaccination; assures that reclaimed and adopted dogs have current rabies shot before release; assists in purchasing necessary supplies, including dog food, euthanasia drugs, shelter sanitation products, office products and dog catching equipment; may be called out for additional work after normal duty hours; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the accepted practices for the handling, care and feeding of animals, especially dogs and cats; knowledge of the laws, regulations and ordinances associated with animal control; knowledge of basic landscaping and building maintenance practices and equipment; ability to keep records; ability to establish and maintain effective working relationships with the other employees, agencies, special interest groups and the general public; ability to follow oral and written instructions; ability to supervise subordinate staff that may be assigned to the facility.

MINIMUM QUALIFICATIONS

High School Diploma or GED and any combination of education, experience and training which demonstrates the ability to perform the duties of the position; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

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