CITY OF WILLISTON POLICE DEPARTMENT

ANIMAL CONTROL OFFICER
JOB DESCRIPTION AND QUALIFICATIONS

General Statement of Duties:
Performs routine work involving enforcement of animal control ordinances.

Supervision Received:
Works under close supervision of a higher-ranking officer.

Supervision Exercised:
None.

FLSA Status:
Non-Exempt.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

Representative Duties:
The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in all facets of shelter work, including upkeep of kennel, care of animals, kennel feeding, and kennel housekeeping.
- Investigates and follows up on complaints of unwanted or escaped animals or those causing nuisances; captures animals and returns them to owners or removes to an animal custody area.
- Issues citations and appears in court as required.
- May arrange for euthanizing services of severely injured or unwanted/unclaimed animals.
- Keeps records pertaining to city-apprehended animals; arranges for the release of animal to claimants.
- Be physically present in attendance at the worksite.
- Perform all work duties and activities in accordance with City policies and procedures.
- Perform other reasonable related duties as assigned by supervisor and other management as required.

Qualifications:
The following generally describes the knowledge and ability required to enter the job and/or learned within a short period of time in order to successfully perform the assigned duties.

Required knowledge, skills, and abilities:
- Knowledge of handling and care of dogs and other domestic and wild animals.
- Knowledge or the ability to learn city animal control ordinances and operational procedures.
- Prepare reports and maintain records.
- Have the ability to perform work requiring good physical condition.
- Establish and maintain effective working relationships with employees and the public.
- Must be able to work evenings and weekends on a rotating basis as required.

Education:
High School graduate or equivalent.

Experience:
Any equivalent combination of education and experience and/or prior animal handling experience.

Equipment used in job performance:
Vehicle, computer and word processing software, apparatus for animal control, catch pole, cages, and tranquilizer gun.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 occasionally required to stand, walk, use hands and fingers, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to hear well.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may work near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

Vision:
See in the normal visual range with or without correction.

Hearing:
Hear in the normal audio range with or without correction.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.