

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 6, 2014**  
**CLOSING DATE: FEBRUARY 19, 2014**

**DEPARTMENT:** Health/Rabies Control

**POSITION:** Animal Regulations Enforcement Officer

**LOCATION:** Payson

**JOB CODE:** 14-010

**ANNUAL SALARY:** \$22,713.60-\$33,716.80 DOE

### **NATURE OF WORK**

Performs a variety of animal regulation assignments in enforcement, treatment, quarantine, impounding, euthanasia, and disposal of animals to safeguard residents from nuisance and dangerous animals; advises the public on licensing, immunization, and other animal regulation programs.

### **DUTIES AND RESPONSIBILITIES:**

- Patrols all unincorporated areas of the County to enforce and monitor for compliance with State and County ordinances pertaining to animal regulations including animal cruelty, barking dogs and animals at-large; investigates nuisance and animal cruelty complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, and prepares court documents.
- Responds to calls for service and provides customer service in selling licenses, renting traps; uses specialty equipment and techniques to capture, contain, and impound domestic, exotic and wild animals, including sick, injured, diseased and vicious animals; relocates wild animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis as necessary; cleans and disinfects vehicles and equipment.
- Manages dog bite and rabies exposure cases; ensures timely treatment processes for individuals exposed to rabies; coordinates rabies vaccinations for animals that bite.
- Proceeds with legal action against violators of animal control law; testifies in court on citation issues as required.
- Provides community outreach, educational services and animal related information to the public; promotes education and public awareness on animal safety and care; responds to questions regarding animal regulations and rabies issues; conducts public presentations on rabies prevention; makes local radio appearances to provide information on rabies; coordinates rabies control clinic events.
- Performs animal euthanasia on sick, injured and stray animals; prepares required documentation in relation to euthanasia activities.
- Creates and maintains complaint files; researches files and computer databases; updates automated and manual computer records and tracking systems; reviews Rabies monthly reports and daily activity logs.
- May lead and train other staff; assigns work duties and patrol areas in the absence of supervisor; may represent the organization at meetings and special functions.
- Assists in operating County animal shelter in accordance with all laws, ordinances and established procedures; cleans and maintains safe and sanitary conditions in the animal shelter; performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures.

### **WORKING ENVIRONMENT:**

Work is performed outdoors, in County Animal Shelter, and in an office environment; may be exposed to rabid and wild animals and potential physical harm; must be able to lift and place animals in truck. Must be able to operate truck and drive to various parts of the County; standing, walking, running, driving, and lifting up 100 pounds is involved; may encounter irate or disgruntled public.

### **DISTINGUISHING CHARACTERISTICS:**

Employees begin in a learning capacity, performing the patrol and customer services duties under supervision; and as experience is gained develop greater independence in completing assignments in other areas.

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**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D and work experience in dealing with the public; or equivalent combination of education, training and experience. Valid Arizona Driver's License; National Animal Control Academy Certification I and II.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Animal control principles, practices and operations; applicable laws, statutes, and ordinances relating to the control, protection, licensing, impounding and disposal of animals; protocol for issuing animal control citations; animal trapping techniques; general safety practices, legal liabilities and responsibilities; animal euthanasia methods and standards; animal capture and restraint techniques and equipment; symptoms, causes, procedures and reporting requirements for rabies control and other common animal disease; legal processes utilized against violators of animal control laws.

**Ability to:** Plan, prioritize and carry out assignments with minimum supervision; deal with difficult people in order to get them to comply with regulations; perform patrol duties as part of animal regulations enforcement activities; appropriately issue animal regulation citations; respond to and resolve animal regulation complaints; perform animal euthanasia; manage the disposition of rabies and dog bite cases; deliver information regarding rabies prevention; communicate effectively verbally and in writing; exercise sustained physical excursion to apprehend and control animals.

**Skills in:** Capturing, controlling, containing, and transporting sick, injured, and rabid animals; identifying various types of animals, and recognizing abnormal behavior and symptoms of animal diseases; exercising patience, care and compassion in dealing with animals; assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.