GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: NOVEMBER 12, 2015
CLOSING DATE: NOVEMBER 25, 2015

DEPARTMENT: **Health & Emergency Management** **POSITION:** **Animal Control Officer**

LOCATION: **Payson** **JOB CODE:** **15-107**

ANNUAL SALARY: **$24,465.00-$26,299.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to protect the public from rabies exposure by controlling the population of stray dogs and cats and by monitoring exposure to wildlife such as bats, foxes and bobcats. This position manages and maintains the animal shelter, which involves the preparation and submission of specimens for laboratory tests, animal euthanasia and kennel cleaning. The role is also responsible for patrolling the County for stray dogs and admitting animals to the shelter. Administrative duties include report and citation writing, customer service and attendance at meetings and court.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• 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.	30%
• Prepares and submits specimens for the state lab to test for rabies and performs animal euthanasia on sick, injured and stray animals; prepares required documentation in relation to euthanasia activities.	10%
• 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.	10%
• Writes reports as well as citations for animal regulations; manages dog bite and rabies exposure cases; ensures timely treatment processes for individuals exposed to rabies; coordinates rabies vaccinations for animals that bite.	10%
• Proceeds with legal action against violators of animal control law; testifies in court on citation issues as required and performs administrative duties, such as selling tags, providing general customer service and admitting dogs and cats.	10%
• 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.	10%
• Maintains shelter, cleaning and disinfecting kennels.	10%
• 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.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes, participates in meetings and negotiates and persuades.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails, formal letters and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

National Animal Control Association, Arizona Asociation of Rabies/ Animal Control Enforcement Association.

KNOWLEDGE REQUIRED

Training, public safety, animal control and public health management.

SKILLS REQUIRED

Active listening, customer service, persuading and influencing, problem solving, time management, multi-tasking, typing and data entry and animal handling techniques.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, memorize and recall, multi-task, react in a calm and timely manner, consider options, risks and benefits, must be able to lift and place animals in truck. Must be able to operate truck and drive to various parts of the County.

PHYSICAL DEMANDS

- Constantly stands to attend to reported incidents, routinely stands to attend to custodian work such as maintaining cleanliness of kennels and animal shelters.
- Regularly sits to complete report, to operate computers, to operate special equipment, to complete a program, to attend to reception areas and to perform watchmen duties.
- Regularly lifts under 10 lbs., occasionally lifts over 75 lbs.
- Routinely requires dexterity for use of animal capture tools, routinely requires dexterity for keyboard operation, routinely requires dexterity for special gadgets and occasionally requires dexterity for special machines.
- Incumbents in this position may be required to occasionally intervene to break altercations between citizens or between citizen and animal, occasionally walk to and from work sites, regularly bends, rarely stoops, rarely crawls, regularly kneels to collect evidence and examine scenes and regularly twists to complete tasks.

WORK ENVIRONMENT

Incumbents in this position perform work outdoors, in County Animal Shelter and in an office environment.

SAFETY RISK EXPOSURE

Incumbents in this position may be exposed to rabid and wild animals and potential physical harm. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by irate customers or citizens and may personally encounter disgruntled citizens. May be exposed to physical danger, mechanical hazards, chemical hazards, bloodborne pathogens, communicable diseases, constants noise and vibration, wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Regularly require the use of safety equipment, constantly require biosafety gear, rubber gloves, safety foot wear, require compliance devices and eye protection devices.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.