



## Animal Control Officer

**Department:** Public Safety

**SUMMARY:** Enforces City, and local ordinances and State laws governing the care and keeping of domestic and wild animals in the City of Apache Junction through impounding, caring for and disposing of animals as appropriate.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Patrol City streets, roads, and parks for stray or abandoned animals; capture stray or abandoned animals.

Investigate reports or complaints of animals creating nuisances and animal abuse and take appropriate action.

Enforce City animal control and licensing laws.

Explain ordinances relating to the care and keeping of animals to the public.

Issue citations for violations of animal control and animal licensing ordinances; testify in court when appropriate.

Prepare and maintain a variety of records and reports.

Impound, quarantine and dispose of animals as appropriate.

May provide care and feeding of impounded animals at the direction of the Animal Services Supervisor.

May clean and maintain facilities, animal control vehicle and animal cages, at the direction of the Animal Services Supervisor.

Provide public education regarding animal control.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

### **KNOWLEDGE AND SKILLS:**

#### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; laws, regulations and ordinances of the City related to animal control and licensing.

Procedures and techniques for handling/capturing various types of animals; basic animal care.

Report preparation and record keeping.

**Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Assessing, prioritizing and completing multiple tasks and demands simultaneously.

Identifying and utilizing the correct safety equipment when handling animals including but not limited to gloves, catch pole and muzzle.

**MINIMUM QUALIFICATIONS:**

Must possess a high school diploma or GED, and one (1) year paid fulltime experience involving enforcement of laws, rules and regulations through citations and tickets, OR an equivalent combination of education and experience.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in various outdoor settings and in City issued vehicle. May require frequent standing, walking, bending, stooping and some operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 100 pounds. May be subject to animal bites and/or scratches and cleaning chemicals.

Adopted:

Revised: Mar, 2007; Apr, 2008; Aug, 2013; Nov, 2014