



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Animal Services Officer

Department: Animal Services
Date Established: 3/2014

Reports to: Animal Services Director
Date Revised: 07/2018

Pay Grade: H06
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Animal Services Officer provides animal control, welfare, and safety services and enforces City animal licensing and control ordinances. The job includes responding to complaints and service requests and performing enforcement activities, including issuing citations, impoundment and other incident responses. The Animal Services Officer may deal with animal abuse reports, animal bites, strays, abandoned and or found animals. There is potential for contact with wild animals or wildlife conflicts.

The job requires knowledge of City animal control and care ordinances and customer service including in situations where persons may be hostile, upset, or emotionally distraught. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes animal care and control building and outdoor weather conditions including extreme temperatures. The job is exposed to wild and domestic animals that may be injured or aggressive and includes the hazard of exposure to drugs used to euthanize animals and zoonotic diseases, including rabies. The noise level is generally moderate but can occasionally be high.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides animal control, welfare, and safety services and enforces City animal licensing and control ordinances. Patrols for stray, injured, abandoned, and dead animals. Responds to complaints and service requests including, but not limited to, animal noise, abuse and welfare reports, bite reports, strays, animals at large, lost and runaway animals, abandoned and nuisance animals, found animals, wild animal and/or wildlife conflicts, and related incidents. Performs enforcement activities, including issuing citations, impoundment, and other incident responses. Testifies in court, as needed. Acts as mediator between victims, pet owners and the department.

Provides information on City animal control and welfare ordinances and codes. Coordinates with law enforcement and other local and state agencies on complaints and incidents. Assists law enforcement officers on service calls. Obtains veterinary care for injured animals.

Maintains records, documentation, and correspondence on investigations, citations, summonses, and other enforcement actions.

Maintains animal care equipment, including but not limited to, trucks, cages and crates, traps, catch and snare equipment, and related equipment. Handles and transports dead animals.

Euthanizes animals, as directed, following Shelter policies and procedures.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of animal care and control, including injured and aggressive animals;
- City, state, federal, and other applicable ordinances, statutes, and codes governing animal control and welfare;
- Basic domestic and wild animal behavior traits and patterns;
- Geography, streets, and locations within the area of jurisdiction;
- Basic animal first aid procedures, including humane euthanization;
- Customer service methods, techniques, and objectives;
- Method and techniques of providing medical evaluation and basic treatment to animals including, but not limited to, shots and vaccinations, wound treatment, and general health evaluations;
- Federal regulations and City policies regarding safe work practices relating to use of animal control equipment;
- Federal, state, City, and other applicable rules and regulations regarding proper use, inventory, and disposal of drugs used in the treatment and/or euthanasia of animals;
- Operation of specialized animal control and capture equipment, including incinerator;
- Operation of two-radio equipment;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Provide animal control, welfare, and safety services and enforce City animal licensing and control ordinances;
- Respond to complaints;
- Perform enforcement activities, including issuing citations, impoundment, and other incident responses. Testify in court, as needed;
- Provide information on City animal licensing, control, and welfare ordinances and codes;
- Coordinate with law enforcement and other local and state agencies on complaints and incidents;
- Patrol for stray, injured, abandoned, and dead animals;
- Maintain animal care equipment;
- Maintain records documentation, and correspondence on investigations, citations, summonses, and other enforcement actions;
- Euthanize animals, as directed, following Shelter policies and procedures;
- Operate specialized animal safety and control equipment, including traps, snares, catchpoles, nets, radios, and related equipment;
- Operate a motor vehicle;
- Operate a two-way radio;
- Operate basic office equipment including a personal computer including job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Idaho driver's license required;
- Ability to obtain Euthanasia Technician certification required within one year of hiring;
- NACA (National Animal Control Association) I and II certification preferred;

- One (1) year animal control experience is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle animals, manipulate tools, and reach with hands and arms. The job requires operation of specialized job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds or more with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Animal Services Officer position requires a Euthanasia Technician certification within twelve (12) months of hire. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.