

CITY OF HELENA



Position Title: Animal Control Officer

Position #: 13202

EEO Category: (04) Protection Services

EEO Function: (04) Police Protection

Department: Police

Grade: 132

FLSA: Non-exempt

Work Comp Code: 9410

DEFINITION

Under general supervision and on varied shifts, performs a variety of duties involved in the enforcement and communication of animal control policies and procedures; and to collect and transport live and dead animals.

SUPERVISION RECEIVED

Supervised by the Assistant Chief of Police or designee.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol assigned areas; pursue animals by vehicle and on foot; capture and impound unlicensed, stray, and uncontrolled animals; snare animals using special devices; cage or secure animals in Animal Control vehicles.

Investigate reports of complaints of animals creating nuisances and take appropriate actions; investigate and prepare police crime/arrest reports for serious violations including cruelty to animals, dog bite incidents, and vicious dog attacks initiated by dog owners; issue citations to violators; make arrests as necessary; collect bond from violators.

Testify in court as an expert witness for the City of Helena regarding the enforcement of animal control laws.

Serve as a resource person regarding City animal regulations; conduct public relations meetings with schools, civic groups and organizations, and other public interest groups.

Coordinate efforts with health agencies and officials for the prevention of rabies.

Serve as a liaison with other agencies including the Department of Livestock, the Department of Fish and Game, the Sheriff's Office, and other organizations as needed.

Operate and maintain department vehicle.

Assist the Evidence Technician with the transportation of evidence and property as needed.

Transport animals to designated animal shelters or detention centers; examine captured animals for illness or injury; transport sick or injured animals to veterinarian for medical treatment.

Remove dead animals from roadways using special devices.

Quarantine animals that are known or suspected of inflicting an animal bite on a person; provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies; file report with the Health Department.

Issue citations to enforce City animal regulations including licensing requirements and the Leash Law.

Important & Essential Duties cont.:

Maintain extensive records of the number of animals taken to animal control shelter, breed and sex of the animal impounded, the location where the animal was captured, deposition of injured animals, and number of citations issued; prepare necessary reports.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic methods of animal collection, care, and disposal.

Occupational hazards and standard safety practices necessary in the area of animal capture and control.

Principles and procedures of record keeping.

Principles of basic report preparation.

Techniques used in public relations.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment.

Operate necessary tools and devices to capture animals.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.

Learn and use radio 10-code to communicate with dispatch.

Learn general animal diseases to help determine the proper deposition for an animal.

Learn to properly and safely tranquilize animals when necessary.

Determine the proper action to take when confronting animals who are agitated, vicious, frightened, or injured.

Act quickly and calmly in emergencies.

Prepare and maintain accurate and complete records.

Prepare clear, complex, and extensive reports.

Meet and deal tactfully and effectively with the public.

Ability to cont:

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, see, hear, kneel, crouch, stoop, squat, crawl, twist, climb, lift 40 lbs. and ability to travel to different sites and locations.

Work Environment

Exposure to extreme noise, outdoors, chemicals, mechanical hazards, and bloodborne pathogens/animal diseases.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience in the care and handling of animals and dealing with the public

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in handling animals.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Obtain CJIN/NCIC Certification (State of Montana) within one year of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____