

CITY OF CABOT

Job Description

JOB TITLE: Animal Control Officer

DEPARTMENT: Public Works – Animal Control

SUPERVISOR RECEIVED: Animal Control Manager

REVISION DATE: September 2007

SUMMARY: Responsible for maintaining the animal control facility perform general animal control duties.

QUALIFICATIONS: High School Diploma or equivalent. Three years of experience. Valid Arkansas driver's license.

PRIMARY RESPONSIBILITIES:

- Receive and assist visitors, vendors and citizens;
- Assist in the adoption process for animals;
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals; answers questions and provides information to the general public regarding animal laws, ordinances, and procedures.
- Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Maintain calendars for the Animal Control Department;
- Maintain paperwork and disbursement of community service workers;
- Type letters and correspondence as directed;
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, and other applications;
- Maintain accurate euthanasia's and adoption records;
- Processes public impounds, owner relinquishments and adoptions;
- Collects monies for fees, issues receipts and completes necessary forms;
- Feeds and waters animals according to schedule;
- Cleans kennels and cages using appropriate cleaning agents and equipment;
- Performs general cleaning of offices, rest rooms, and other areas of the facilities;
- Performs minor maintenance of facility and equipment;
- Make appointments for vendors and citizens with complaints;
- Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.
- Euthanize rabid, unclaimed, or severely injured animals.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Supply animals with food, water, and personal care.
- Ability to transport animals in a vehicle in a safe and courteous manner.
- Accept "on-call" duties during nights, weekends, and/or holidays.
- Ability to recognize normal versus abnormal behavior of common domestic animals and local wildlife.

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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift, carry, and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Name: _____

Date: _____

Signature: _____