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## JOB DESCRIPTION

CITY OF BOAZ, ALABAMA

JOB TITLE: ANIMAL CONTROL OFFICER

CODE: 612

### JOB DEFINITION

This job involves routine field and custodial work enforcing ordinances relating to animal control and public safety. The officer is responsible for capturing and impounding unlicensed, stray, uncontrolled, diseased, or injured animals and transporting them to a shelter. Work requires the exercise of independent judgment. The officer must exercise tact in dealing with the public and resolving ordinance enforcement problems. Work also involves performing various other duties within the Police Department concerning public safety such as school crossing, traffic control, ~~evidence control~~, etc. Work is performed under the general supervision of the ~~shift Captain~~ Chief and Asst. Chief of Police.

### ESSENTIAL FUNCTIONS

- < Answer calls to investigate complaints of vicious, diseased, injured, stray, or dead animals.
- < Pick up strays, unwanted dogs and cats, and dead animals.
- < Investigate complaints of animal bite cases; set out live traps to catch unwanted animals.
- < Destroy rabid, injured or unclaimed animals as required.
- < Prepare and maintain reports on animals impounded and the disposition made of each; make every effort to notify owner of impounded animal.
- < Examine animal licenses for validity and issue warning or summons to delinquent owner.
- < ~~Pick up and secure evidence from evidence locker; keep up-to-date records of evidence.~~
- < ~~Secure film from records clerk, have processed and return to Records Clerk for filing.~~
- < ~~Dispose of no longer needed evidence; maintain log of disposed evidence.~~
- < Perform various other duties within the Police Department concerning public safety, including school crossing, and, traffic control and covering shift shortages.
- < Perform related duties as assigned or required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of humane animal collection, care, and disposal practices.
- < Ability to meet and deal effectively with the public in animal protection work.
- < Ability to apprehend animals, including some of vicious nature.
- < Ability to operate a light truck.
- < Ability to learn operating procedures and applicable ordinances.
- < Sufficient physical condition to perform manual tasks of job.

### **QUALIFICATIONS**

Any combination of training and experience equivalent to some experience in the care and restraint of animals; graduation from a senior high school or equivalent, and some experience in meeting and dealing effectively with the public.

### **NECESSARY SPECIAL REQUIREMENTS**

- < Be at least 21 years of age.
- < Valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.