

SENIOR ANIMAL CONTROL OFFICER

DEFINITION: Under general supervision, performs work of moderate difficulty; serves as lead animal control officer and enforce ordinances and laws of the Navajo Nation that pertain to the control of problem animals, domestic or wild; patrols and investigates complaints; may supervise other staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Patrols assigned area and watches for animal control problems; responds to complaints regarding animals; interprets and enforces Navajo Nation ordinances and laws regarding animal control; issues warnings and citations to owners; files citations and offense reports with courts; testifies in court as needed; prepares required reports; maintains records and documentation regarding animal control; issues Navajo Nation animal license; collects monies and issues receipts.

Utilizes firearms in the control and disposal of predators and wild dogs; uses tranquilizer for immobilizing animals; picks up strays and unwanted dogs and cats; euthanizes unwanted, unclaimed, sick or injured animals; investigates livestock damage cases involving dogs and other animals; investigates bite incidents; coordinates handling and quarantine of animals and related efforts with health department; operates and maintains animal control vehicle; uses a variety of devises including ropes and nets to catch and secure animals for transport to animal shelter.

Works with other agencies to provide rabies shots, neuter and spay clinics; cleans and maintains animal shelter on daily basis; responds to calls to pick up and dispose of dead animals; feeds and cares for animals in shelter; answers calls regarding animal control issues; presents and educates the public regarding animal control related safety and health issues and proper animal care; maintains daily activity reports; collects violation fees, cash and money orders for services rendered; submits fees and receipts.

Assures that work of assigned employees is carried out according to prescribed guidelines and procedures; distributes and balances work load, assures timely accomplishment of assigned work; reports progress of work; provides on the job training to new employees; instructs employees in specific tasks; resolves simple informal complaints.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation ordinances and laws governing animal control.

Knowledge of animal control methods and techniques.

Knowledge of care and feeding of animals.

Knowledge of and skill in the use of firearms.

Skill in the use of a variety of animal control equipment.

Skill in preparing and maintaining written reports.

Skill in verbal and written communication.

Skill in the use of firearms.

Ability to interpret and apply codes, laws and regulations, policies and procedures of animal collection, impoundment, quarantine and disposal.

Ability to enforce laws tactfully, firmly and impartially.

Ability to work independently with little or no direction.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires frequently lifting over 50 lbs. Work is typically done in an outdoor setting with exposure to hazardous situations involving animals.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years animal control or related experience;

PREFERRED QUALIFICATIONS:

- Associate's degree in Criminal Justice or related field.
- Two (2) years of supervisory animal control experience.

SPECIAL REQUIREMENTS:

- A favorable background investigation; and have no misdemeanor convictions within the past one (1) year prior to date of hire.
- Possess a valid state driver's license, a valid First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate, an Animal Control Officer Certificate from the National Animal Control Association (NACA) Training Academy Level I, II and III - Euthanasia Certification, Bite Stick Certification, Chemical Immobilization Certification, OCAT (Pepper Spray) Certification, and Navajo Nation Commissioned Law Enforcement Officer Certification.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.