

KENNEL OFFICER

DEFINITION: Under general supervision, performs work of routine difficulty in providing animal care duties such as feeding animals, monitoring sick, injured and dangerous animals; assists with vaccinations and minor medical treatment; maintains shelter in a clean and sanitary condition; 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:

Maintains front office area; receives animals brought to shelter by the public; releases impounded animals; provides information to public; prepares required reports; compiles and maintains daily activity sheets, receipts for fees received, citations, quarantine, investigative reports and log of controlled drugs used; collects license, adoption and other fees for services rendered, such as picking up dead animals; makes disposal run to landfill; utilizes two-way radio to communicate with dispatcher; answers calls regarding animal control issues.

Performs animal care duties such as feeding animals, monitoring sick, injured and dangerous animals, segregating and isolating animals when necessary; observes animals for unusual physical and behavioral conditions; detects disease or injury in animals; performs minor medical treatment on animals; assists animal control officers with rabies vaccinations and inspections of animals; uses weapons such as rifle, tranquilizer gun and pellet gun to capture and/or destroy animals; participates in destroying (euthanasia); administers drug to put animals down humanely; maintains best practices for the humane treatment of animals.

Cleans and disinfects kennel area, office and outside area of shelter; repairs and maintains equipment; provides information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spraying, neutering, adoptions; provides tours of the shelter; participates in public, school and community group presentations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation ordinances and laws governing animal control.

Knowledge of the basic methods and procedures of kennel cleaning.

Knowledge of the basic care and feeding of animals.

Skill in the use of a variety of weapons, including tranquilizer gun and pellet gun.

Skill in preparing and maintaining written reports.

Skill in verbal and written communication.

Ability to handle animals safely and effectively.

Ability to clean kennels efficiently.

Ability to transmit messages clearly on the radio.

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

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED.

PREFERRED QUALIFICATIONS:

- One (1) year of animal care experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit; and obtain a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and an Animal Control Officer Certificate from the National Animal Control Association (NACA) Training Academy, Level, I, II and III within one (1) year of date of hire. Must have no misdemeanor convictions within the past one (1) year prior to date of hire and have no felony convictions.

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.