



**ANIMAL CONTROL OFFICER**

Department:	<b>Marshal's Office</b>	Revised Date:	<b>January 2020</b>
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**GENERAL PURPOSE:** Under limited supervision, and consistent with general orders, performs general duty and investigative work in the enforcement of local and state statutes relating to animal control, dog licensing, and rabies control. Work normally consists of investigating animal bites, impounding stray animals, quarantine of animals, care and feeding of impounded/quarantined animals, and implementing adoption programs for unclaimed animals.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Patrols the Town of Camp Verde for animals at large; apprehends stray and rabid animals; answers calls/radio complaints involving violations of Chapter 6 of the Town Code; writes reports and completes forms and/or computer entries providing record of daily activity and documentation.
- Conducts investigations of animal bites, imposes quarantines as a result of animal bites, collects evidence, identifies witnesses and issues citations if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in animal control methods and procedures, and related subjects.
- Performs duties such as care and feeding of animals located at the animal shelter, prepare rabies specimens for the state laboratory, administer euthanasia, disinfects kennels, arranges for annual rabies vaccination clinics, distribute dog tags, and other related activities.
- Performs public relations duties such as educating public on rabies prevention and animal control, offering information and guidance, participating in community activities and events, and implementing animal adoption programs.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

None

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school or GED equivalent; AND one-year full time experience working with animals; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain CPR/First Aid/AED Training within (1) year.

## PREFERRED QUALIFICATIONS

### Knowledge of:

- Town and department policies and procedures.
- Geography and streets of the Town of Camp Verde.
- Animal habits, behaviors, and demeanors.

### Skill in:

- Basic animal control methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people, getting along well with others.
- Using good judgment and making effective decisions.
- The use of dart tranquilizer weapons, animal traps, and other tools and equipment utilized by animal control.
- Preparing clear, comprehensive and accurate reports.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Collection of fees for release of animals, records for accurate payments & issue animal licenses
- Conveying information orally, in person or via 2 way radio
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Meeting attendance schedule with dependability and consistency.

## PHYSICAL REQUIREMENTS

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. This classification involves work that requires:

- Work ordinarily consists of work in vehicle, office, and animal shelter.
- Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases (both human and animal)
- Routine exposure to violent or short-tempered people and animals, and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- Lifting heavy animals; pushing and pulling animals into truck; kneeling and crouching to pick up animals.
- Strength sufficient to lift, carry and move 25-50 lbs.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.*

**FLSA: Non-Exempt**  
**Salary Range: 32**