



DEPUTY ANIMAL CONTROL OFFICER

Department / Program: Small Animal Control Program
Reports To: Supervisory Animal Control Officer
Salary/Hourly Range: 20
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 09/09/2016

INTRODUCTION:

This position is responsible for performing work associated with Ordinance #61- Hopi Small Animal Control. Incumbent shall support and uphold Ordinance #61 mission, regulations, and enforcement policies relating to animal control and impounding, including responsibility for the care and control of animal shelter. Scope of duties is under the supervision of Animal control Supervisory Officer. Approved scope of work will be issued by the Animal Control Advisory Board. The incumbent coordinates with Animal Control Supervisory Officer in carrying out the administrative work plan (SOW) as outlined in the annual Goals and Objectives and within the approved budget parameters. Serve as the representative of the Hopi Tribe when interacting with village governance, non-tribal entities and the public, in the implementation of Ordinance #61.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Conduct investigations of reported violations of provisions regarding keeping of animals; cruelty to animals; reports of animal bites and animal nuisance complaints.
2. Interview complainant and identifies animal owners.
3. Issue citations or notices of violations in the enforcement of Ordinance #61 relating to animal control.
4. Respond to calls, captures, transport and impound stray animals.
5. Prepare Officer's reports on all incidents and actions.
6. Responsible for care and control of animals housed at shelter operated by program.
7. Maintain administrative files and records including animal tags, veterinary treatments, fee payments, animal lost and found, disposition of impounded animals, etc.
8. Maintain sanitary, safety and security of Animal shelter.
9. Participate in developing policies and procedures regarding Animal Control related duties.
10. Work with village/community administrations in the enforcement and implementation of Ordinance #61.
11. Provide assistance to the public on animal control inquiries and disseminates information on Ordinance Enforcement Policies (violations, citations, penalties, etc.)
12. Attend Animal Control Advisory Board, Standing Committee, village and/or administrative meetings when requested to provide reports or assist with operational activities.
13. Conduct quarantines to safe guard animals and public; determine health status of impounded animals with serious injuries and arrange for veterinary care.
14. May participate in euthanasia of animals.
15. Protect confidential information.
16. Perform other duties as may be assigned by Animal control Supervisory Officer or Animal Control Advisory Board.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Work is mostly performed outside where employee is exposed to varying weather conditions and non-traditional work hours. Physical exertion will be required in capturing fleeing and resisting animals. Physical effort is required in lifting/carrying injured/deceased animals and equipment. Good physical condition is required. Employee may risk physical hazard from animals that are vicious and/or diseased resulting in bodily harm. Exposure to communicable diseases, hazardous material/chemicals, animal fluids, sharp objectives, traffic, weapons, etc.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: Two (2) years experience working with small animals;

AND

Training: Agree to complete training within one (1) year from National Animal Control Association & IHS Rabies 101.
Become certified in performing euthanasia of animals, vector control and safe use of stun gun, etc.

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Use of safety equipment;
- Symptoms of common animal diseases;
- Occupational hazards and safety precautions of working with domestic and wild animals.

Skills:

- Basic office and clerical skills;
- Basic computer skills;
- Good public relations skills;
- Problem solving;
- Reading and writing skills;
- Skillfully use related tools upon proper training (catch pole, net, live traps, bite sticks, etc.);
- Skillful in observation and remembering details such as names, faces, incidents.

Abilities:

- Stay calm in emergency situations, when faced with critical injuries and public harassment;
- Apply principles and techniques of prevention, investigation, apprehension, rules of evidence and other aspects of Animal Control;
- Analyze situations quickly and objectively in recognizing potential dangerous situations and determine proper course of action.
- Present evidence in court effectively;
- Maintain physical condition appropriate to the performance of duties and responsibilities;
- Interpret and explain policies and procedures to animal owners.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have any felony convictions on drug use and must not be on probation.
4. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.

DESIRED REQUIREMENT:

1. Be able to speak or understand the Hopi Language.