



DEPUTY ANIMAL CONTROL OFFICER

Small Animal Control Program
Department of Health & Human Services

Reports To: Public Health Compliance Officer
Salary/Hourly Range: 34
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 05/01/2021

INTRODUCTION

This position is responsible for performing work associated with Ordinance #61- Hopi Small Animal Control. Incumbent shall support and uphold the mission, regulations, and policies of Ordinance #61. Incumbent will work with and under the supervision of the Lead Animal Control Officer to follow a Scope of Work approved by the Small Animal Control Advisory Board.

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) Interact with residents of the Hopi villages/communities, the outside public and non-tribal entities to improve the health and safety of animals and humans.
- 2) Attend Small Animal Control Advisory Board, Standing Committee, village and/or administrative meetings as needed to provide reports or assist with operational activities.
- 3) Assist the Lead Officer to develop and implement annual Program Goals and Objectives.
- 4) Respond to calls and conduct investigations/interviews regarding reports of animal bites, animal abuse and all violations to Ordinance #61.
- 5) Issue citations or notices of violations of Ordinance #61.
- 6) Consult and work with the Indian Health Services, Office of Environmental Health regarding animal bites and rabies quarantine to safe guard animals and public.
- 7) Prepare reports, keep up to date files and records of all incidents/actions regarding animal and owner contacts.
- 8) Set up a database for entering daily records and statistics and protect confidential information.
- 9) Develop guidelines and policies for maintaining a high standard of care and welfare for animals held in shelter kennels operated by the program.
- 10) May participate in or consult to arrange euthanasia of animals.
- 11) Work with village/community administrations to develop their own animal control guidelines/plans.
- 12) Develop brochures for providing education/information for the public regarding Ordinance Enforcement Policies (violations, citations, penalties, etc.).
- 13) Perform other duties as assigned by Lead Animal Control Officer, Public Health Compliance Officer or Animal Control Advisory Board, to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within and outside the immediate work area, Indian Health Service personnel, related agency personnel, villages, organizations and Tribal, County Federal and State agencies.

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 vector-borne diseases, hazardous material/chemicals, animal fluids, sharp objectives, traffic, weapons, etc.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED certificate;

AND

Experience: Two (2) year's work experience with small animals;

OR

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of animal behavior and handling.
- Use of safety equipment.
- Knowledge of symptoms of common animal diseases.
- Knowledge of occupational hazards and safety precautions of working with domestic and wild animals.
- Knowledge of operational elements of animal shelters.
- Knowledge of Hopi Ordinances related to animal or wildlife.
- Knowledge of basic office, clerical and computer skills.
- Good public relations skills.
- Problem solving skills.
- Reading and writing skills.
- Skill in use of related tools upon proper training (catch pole, net, live traps, bite sticks, etc.).
- Skill in attention to details such as names, faces, incidents.
- Ability to maintain 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.
- Ability to analyze situations quickly and objectively in recognizing potential dangerous situations and determine proper course of action.
- Skill and ability to present evidence in court effectively.
- Ability to 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) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona Driver's License. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 6) Must not have any felony convictions and must not be on probation.
- 7) Must complete annual immunization and physical wellness exam.
- 8) Must complete training from National Animal Control Association & IHS Rabies 101 within one (1) year of employment.
- 9) Incumbent will be required to obtain certification in other areas related to performing duties as deemed necessary.

DESIRED REQUIREMENT

Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in Hopi and English languages as a condition of employment.