Job Description

Job Title:	Animal Control Officer	Classification:	Classified
Department:	Health	Grade:	150
Occupational Group:	Public Health	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; enforces animal control ordinances in and around the City of Joplin.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Patrols the City and responds to dispatched calls for Animal Control violations such as dangerous animals, animal bites, or animal at large reports.
2. Delivers captured animals to the Humane Society.
3. Patrols the City and surrounding area to enforce animal control ordinances and codes; documents incidents on police reports, writes warnings and citations when violations are observed, animals captured, and owners identified.
4. Utilizes conflict management strategies to resolve disputes between aggrieved parties.
5. Transports and disposes of dead and injured animals.
6. Represents Health Department in municipal court; testifies in court as necessary for prosecution of cases.
7. Communicates professionally and effectively with animal owners and their neighbors to explain City codes and ordinances relating to animal control; provides assistance and information to animal owners and neighbors regarding the consequences for violating animal control codes/ordinances.
8. Sets traps to capture loose pets and animals; picks up supplies for Health Department staff as needed.
9. Performs a variety of building and vehicle maintenance work.
10. Contributes effectively to the Health Department; communicates effectively with co-workers, both within Health as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods, techniques, and practices for capturing a variety of wild and domestic animals including the types of equipment appropriate for use; City of Joplin's animal control ordinances; and names and locations of streets within Joplin city limits; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other department/City staff and the public; following oral and written instructions, procedures, and guidelines; communicating using

standard telephone and two-way radio equipment; understanding and interpreting complex codes and ordinances; safely capturing vicious, stray, and/or injured animals; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Position does not require specific work experience as an Animal Control Officer. Prefer prior experience working with or around animals.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works predominantly outdoors with frequent work in a motor vehicle and limited work indoors. Positions in this classification frequently bend, stoop, kneel, and reach animals in order to capture animals and transport animals to a facility or disposing of deceased or injured animals. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the radio and telephone. Vision, hearing and depth perception to safely operate a motor vehicle, judge distance of animals, trap animals, and hear animal noises. Positions in this classification frequently lift, move, and carry animals and/or supplies that typically weigh up to 100 pounds. The position requires firm grasping and wrist extension and rotation on a frequent basis and walking and running to secure animals. The position is frequently exposed to loud noise such as barking of dogs and other animal noises. The position works outdoors as well as indoors and is subject to variable weather conditions and is frequently exposed to extreme weather conditions. The position is exposed to animal bites and scratches, potentially infectious diseases or allergies, as well as wetness and moisture.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Requires working varying shifts and responding to call outs that may occur seven days a week, as assigned.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	