

City of Vicksburg Job Description

Job Title: Animal Control Officer
Department: Animal Control
Reports To: Animal Control Supervisor
FLSA Status: N
Prepared By: ECS & CRL
Prepared Date: January 12, 2018
Approved By:
Approved Date:

Summary

Performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Picks up all stray or dead animals.

Aids animals in distress by feeding starving animals and freeing trapped animals.

Removes animals from inhumane conditions and drives vehicle to transport animals to shelter for treatment and care.

Advises animal owners about the City's Leash Law and leaves fliers when direct contact with an owner is not possible.

Participates in court proceeding concerning violations of the City's animal control laws.

Keeps shelter clean.

Keep vehicle clean, interior and exterior.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Basic English language skills are required.

Mathematical Skills

Basic mathematical skills are required.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

None required.

Certificates, Licenses, Registrations

Must have and maintain a valid State of Mississippi driver's license.

Other Qualifications

Must be able to be on-call (Nights and Weekends); Department recommends keeping vaccines current because the risks of coming in contact with diseased animals and of being bitten, scratched, etc. by animals are high with this job; Overtime and alternative work schedules will be assigned, as needed.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 100 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat; and is regularly exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.