



JOB DESCRIPTION

TITLE: Animal Services Officer
DEPARTMENT: Police – Animal Services
GRADE: 11
FLSA: Non-exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 03/01/2018

POSITION SUMMARY

The position works under the direction of the Animal Control Supervisor and is responsible for enforcing all city ordinances relating to small and large domestic animals. Meets with public and provides assistance relevant to animal control, animal health, and humane treatment.

ESSENTIAL FUNCTIONS:

- Responds to citizen complaints and enforces all animal control ordinances.
- Enforce City ordinances regarding Public Health, safety and zoning.
- Perform inspections and provide licensing.
- Impounds animals to be held in custody.
- Collaborate with City, State and Federal Agencies.
- Perform officer and clerical work including, but not limited to computer data entry of case reports and licensing information.
- Assure humane care and conditions of impounded animals.
- Assist Police Officer's with special events and traffic control.
- Perform euthanasia of animals who are sick, injured, or have reached the maximum stay at the shelter.
- Perform shelter responsibilities including but not limited to facility and animal maintenance.
- Promotes a high level of customer service and good public relations.
- All other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

- Must have high school diploma or G.E.D. equivalent.
- Must have experience with computers and business-related general office practices.
- Knowledge of animal husbandry or job-related experience is preferred.
- Must possess a valid Utah Driver's License.



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KNOWLEDGE, SKILLS AND ABILITIES

1. Must have a working knowledge of animal control procedures; small and large domestic animal care, knowledge and skill in handling potentially dangerous animals, including vicious or rabid animals.
2. Provide customer service and answer customer or public inquires or ability to obtain information from individuals, residents, etc. for follow-up.
3. Ability to efficiently navigate the City in order to identify and respond to specific locations.
4. Working knowledge of modern office practices and procedures; working knowledge of grammar, spelling and punctuation. Ability to communicate effectively verbally and in writing.
5. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
6. Ability to analyze a situation and make sound recommendations and decisions in animal control procedures and City ordinances pertaining to animal control.
7. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
8. Ability to use Microsoft Office Suite and be proficient in Word, and Excel.
9. Greet customers, guests and visitors consistently exercise initiative in using time productively and without close supervision. Able to handle confrontational situations and make sound decisions.
10. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation.
11. Establish and maintain effective working relationships with both internal and external customers.
12. Maintain rabies immunizations.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Has the ability to travel throughout the City and to other locations. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with animal control enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around a variety of terrains and/or emergency situations. May occasionally lift or otherwise move objects weighing up to 50 pounds.



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This position has exposure to stressful situations as a result of human and animal behavior. Exposure to disagreeable smells and noises, tasks can be dangerous and/or unpleasant.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.