

## ANIMAL CONTROL OFFICER I

### NATURE OF WORK

This is field work enforcing municipal animal control and licensing ordinances.

Work involves enforcing animal control and licensing ordinances; investigating complaints; issuing citations to pet owners for violations of City ordinances; and providing the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances. Supervision is received from the Animal Control Field Supervisor with work being reviewed in the form of conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Enforces animal control and licensing ordinances.

Impounds domestic animals and wildlife as defined in Lincoln Municipal Code Title 6.

Responds to all domestic and wildlife calls based on the priority response procedure.

Issues citations to pet owners for violations of LMC Title 6 ordinances.

Provides testimony in court regarding ordinance violations.

Completes necessary paperwork and files appropriate reports within the required time period.

Makes necessary referrals to the Communicable Disease Supervisor on potential rabies or disease exposures.

Provides the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances.

Stays current on training requirements and obtains needed certification regarding equipment uses and proper animal handling techniques.

Represents the department at community meetings and with other departments to provide information on programs and services as well as the proper and humane treatment and care of animals.

Works cooperatively with the Capital Humane Society for animal sheltering, care, and quarantines.

Establishes professional work relationships with representatives of other animal welfare and animal rights organizations to facilitate the sharing of information and resources.

Cleans and maintains vehicles, reports problems with equipment.

Conducts daily license defect follow-ups.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of municipal animal control and licensing ordinances as well as the basis for those ordinances as they pertain to public health.

Knowledge of the geography of the City and the location of major streets.

Ability to apprehend animals including those that are considered dangerous.

Ability to establish and maintain effective working relationships with enforcement officials, City Attorney's office, co-workers, and the general public.

Ability to enforce animal control and licensing regulations with courtesy, tact and impartiality.

Ability to communicate effectively both orally and in writing.

Ability to write reports that are fact and evidence based.

Ability to present informational and educational materials effectively to individual animal owners, civic, educational and other interested groups.

## MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in the care and handling of animals; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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