



## Job Description

---

<b>TITLE:</b> Animal Control Officer	<b>JOB CODE:</b> 6055
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Law Enforcement
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

---

**Summary:** Under general supervision, enforces the County's animal control ordinance; responds to calls for service; patrols designated areas to identify possible violations; captures stray animals and transports them to the shelter; investigates complaints and charges of animal cruelty; issues citations and prepares reports; provides court testimony as required.

**Reporting Relationship:** Animal Control Officers report to the assigned Day Shift, Patrol Sergeant.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to complaints and calls for service; observes areas of alleged violations and interviews available witnesses to determine if laws are being violated.
- Informs persons perpetrating inhumane acts of laws and penalties for violations.
- Issues citations to individuals that do not comply with ordinances.
- Reports violators to deputies or requests deputies to arrest violators.
- 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.
- Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws.
- Provides animals traps to residents; instructs residents in the use of these traps; logs and maintains records the location of traps; retrieves traps and relocates captured animals.
- Writes reports of activities.
- Euthanizes animals as necessary.
- Attends and presents at informal meetings with civic groups; coordinates with animal rescue groups to help place animals in homes.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge and understanding of animal behavior.
- Knowledge of animal restraint and animal care procedures and techniques.
- Knowledge of the County Animal Control Ordinance and New Mexico Animal Control statutes.
- Knowledge of the County road system.
- Knowledge of County and department policies and procedures.
- Skill in applying applicable laws, ordinances, rules, and regulations fairly and consistently.
- Skill in exercising sound judgment in evaluating situations and in making decisions.

## Job Description

### Animal Control Officer

- Skill in organizing and prioritizing work to meet established deadlines and maintain response times.
- Skill in following verbal and written instructions.
- Skill in communicating effectively both orally and in writing.
- Skill in operating a personal computer and software applications.
- Skill in effectively communicating both orally and in writing.
- Skill in the care and safe operations of and accuracy of a .22 caliber rifle and 12 gauge shotgun.

### Education and Experience

- High School Diploma or G.E.D equivalent and experience in working with animals.
- Must be able to pass a job related physical examination.
- Must pass a background investigation.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Must be prepared to handle all types of animals, both domestic and wild, when required. Must be able to destroy sick, injured, or dangerous animals.
  - Work involves handling and moving often resistant animals, including frequent lifting and pulling of animals by weight, on the average monthly basis:
    - \* 4 x 100+ lbs.
    - \* 10 x 70 lbs.
    - \* 40 x 30 lbs.
    - \* 10 x 100 lbs.
    - \* 40 x 50 lbs.
- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to physical harm such as vehicles, firearms, and animal attacks.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, .22 caliber rifle, 12 gauge shotgun, and personal computer

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_