**THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs a variety of duties involved in the enforcement of City ordinances relating to the control of animals; and performs other related duties as assigned.

**ESSENTIAL TASKS:**
- Captures and impounds animals which are loose within the city limits
- Administers drugs to the animals
- Serves and issues citations and fines to citizens and institutions for animal violations
- Investigates and resolves complaints from the public
- Fills out reports on complaints, investigations, and activities
- Performs euthanasia and disposes of animals
- Maintains and cares for the animals and the animal shelter facilities
- Appears in court for animal violations and citations issued
- Performs animal education programs
- Performs clerical/dispatch duties
- Operates and maintains a variety of light automotive equipment, including animal control unit
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**QUALIFICATIONS:**
Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

(a) Graduation from high school or possession of a General Educational Development Certificate (GED); and,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description

**PAY INCREASE OPPORTUNITIES**

Employee will be eligible for a one (1) step increase upon successful completion of six (6) months of satisfactory service and completion of National Animal Control Association Level I certification.

Employee will be eligible for an additional one (1) step increase upon successful completion of one (1) year of satisfactory service and obtaining Certified Animal Euthanasia Technician license, and Oklahoma Bureau of Narcotic and Dangerous Drugs license.

Knowledge, Abilities and Skills:

Good knowledge of:
- The geography of the City of Tulsa
- The care and feeding of animals
• The methods of evaluating, capturing, and handling animals
• City ordinances, state and federal laws related to animal control and animal crimes
• Safety requirements of the work performed

Ability to:
• Maintain accurate records and reports
• Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
• React quickly and effectively in emergency situations
• Perform work requiring good physical condition
• Conduct thorough investigations related to animal wellbeing, animal bites and violations of local, state and federal animal laws.

Physical Requirements: Physical requirements include frequent standing, walking, and running; frequent lifting up to 60 pounds; frequent carrying up to 10 pounds and occasional carrying up to 60 pounds or more; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, handling, talking, and twisting; occasional kneeling, crawling, feeling, climbing, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession and ability to obtain the following:

a. Possession of a valid Oklahoma Class “D” Driver license; and,
b. Obtains Level I National Certification for Animal Control Officers from the National Animal Care and Control Association within twelve (12) months of date of hire; and,
c. Obtains Certified Animal Euthanasia Technician license from the Oklahoma Veterinary Board of Medical Examiners within twelve (12) months of date of hire; and,
d. Obtains Controlled Dangerous Substances licenses from Oklahoma Bureau of Narcotics and Dangerous Drugs within three (3) months of completion of Certified Animal Euthanasia Technician license

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and high noises.

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Group: Labor and Trades
Series: Public Safety Technical