

## **CLASS TITLE: SENIOR ANIMAL CONTROL INVESTIGATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs lead work over the Animal Control Investigative Unit enforcing City ordinances relating to the control of animals, and other related assigned duties.

### **EXAMPLES OF DUTIES:**

- Acts as a lead, coordinating and monitoring work of the animal control investigators
- Reviews the work of animal control investigators, including written investigative reports
- Develops and maintains databases to track investigations and compile historical files
- Conducts criminal and civil investigations, including crime scene investigations and collection of evidence relating to animal ordinance violations
- Prepares prosecution reports and court affidavits
- Conducts pre-trial witness conferences and prepares documents, photographs, and other visual aids for courtroom presentation
- May have to testify in court and/or serve court orders
- Maintains records and prepares monthly/annual director's reports
- Maintains and updates Webpage, answering e-mail enquiries
- Conducts training for subordinates
- Acts as an Animal Control Officer III in his/her absence
- Develops, coordinates, and updates Animal Control Section's Emergency Management plan
- Acts as Animal Control Section's liaison with City Prosecutor, District Attorney and courts
- Seizes animal to be impounded by court order and ensures proper disposition
- Must report 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: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of increasingly responsible animal control work, including some lead experience; with nine (9) hours of college coursework in computer science preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of City ordinances relating to animal ordinance violations; considerable knowledge of the methods of animal cruelty investigations; good knowledge of the safety requirements of the work; some knowledge of the geography of the City; knowledge of database development and maintenance; and knowledge to maintain and update webpages. Ability to lead the work of several employees performing investigative activities; ability to make effective and quick decisions in complex or emergency situations; ability to effectively communicate both verbally and in writing; ability to analyze and resolve problems; ability to work with databases and webpages; ability to prepare various reports; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and obtain certification from Association of Certified Cruelty Investigators or similar professional training within one (1) year.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather.

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**Class Code: 3541**

**EEO Code: N-07**

**Pay Code: LT-18**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective date: May 13, 1999**