

**CLASS TITLE: ANIMAL CONTROL OFFICER II**

**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 other related assigned duties.

**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 an animal control unit

**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 four (4) years of experience in the care and handling of animals; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the geography of the City; good knowledge of the care and feeding of animals; good knowledge of the methods of evaluating, capturing and handling animals; good knowledge of City ordinances related to animal control; and good knowledge of the safety requirements of the work performed; ability to maintain accurate records and reports; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve objectives and cause action or understanding; ability to react quickly and effectively in emergency situations; and the ability to perform work requiring good physical condition.

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 of a valid Oklahoma Class "D" Operator's License; and obtain and maintain an Animal Euthanasia Technician Certification within eighteen months of hire date.

**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.

**Class Code: 3542**

**EEO Code: N-07**

**Pay Grade: LT-17**

**Group: Labor and Trades**

**Series: Public Safety Technical**

Page 2 (continued from Animal Control Officer II)

**Effective date: November 12, 2014**