

**CHARLESTON DEPARTMENT OF PUBLIC SAFETY
POSITION DESCRIPTION
ANIMAL CONTROL OFFICER**

NATURE OF WORK

This position performs work pertaining to animal control regulations. This is a non-sworn position. The work is performed under the supervision of the Director of Public Safety.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs:

Patrol city in vehicle to observe or prevent violations of city ordinance pertaining to animal regulations. Maintain radio contact with dispatch.

Respond to calls regarding animal violations.

Enters upon private premises to apprehend a stray, a vicious animal, a wild creature, a non-domestic animal or animal suspected of being infected with rabies.

Enters upon private premises to investigate complaints of irresponsibility or inhumane animal care.

Seize, impound and dispose of any vicious animal of any kind when necessary for the protection of any person or animal.

Write reports and issue citations when appropriate for violations of animal regulations.

Appear in court when subpoenaed to testify on behalf of the city.

Maintain the municipal dog pound, and any other incarcerated animals as humanely as possible.

Maintain certification with the MO Department of Agriculture as a licensed Animal Care Facility.

Remove dead animals when found or reported on public property or roadway.

Dispose of animals humanely held at the city dog pound after required period of time.

Provide effective and efficient customer services and maintain responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

Respond to, and fight fires as necessary. Attend fire fighter training as required.

Assist as back-up dispatcher when needed. Must be able to obtain certification to operate the Missouri Uniform Law Enforcement System (MULES).

Assist department with nuisance violations including but not limited to junk or unlicensed vehicles.

REQUIREMENTS OF WORK

Graduation from high school, or GED and/or an equivalent combination of education and experience which would provide the following knowledge, skills and abilities:

Knowledge of city ordinances regarding animal regulations;

Knowledge of the geography of the city;

Knowledge of the rules and regulations and standard operating procedures of the department;

Ability to understand and carry out oral and written instructions and to prepare clear, comprehensive reports;

Ability to use a computer and to enter reports and retrieve information as necessary;

Criminal Record: Applicant's record check must be free of felonies and misdemeanors involving crimes of moral turpitude.

Possess, or the ability to possess, a valid Missouri Driver's license.

Establish residency within 15 miles of Charleston within six months of employment.

I hereby acknowledge that I have read and understand the job description for the position of Animal Control Officer.

Employee Printed Name: _____

Employee Signature: _____

Date: _____