



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Animal Control Officer

FLSA: NE

SERVICE: Classified

REVISED: 9/09/05

Summary: Under close supervision performs work of moderate difficulty enforcing laws and ordinances concerning animal and rabies control; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Patrols assigned area to ensure public compliance with ordinances.
- Issues citations.
- Prepares reports, and files complaints.
- Captures and impounds diseased animals in accordance with state and local laws.
- Investigates animal related complaints.
- Testifies in court.
- Performs health checks of quarantined animals.
- Picks up and disposes of dead animals.
- Performs euthanasia of animals.
- Participates in setting up and conducting vaccination clinics.
- Works with other agencies.

Knowledge and Skills:

- Knowledge of habits and characteristics of animals.
- Knowledge of care and feeding of animals.
- Knowledge of symptoms of animal health problems.
- Knowledge of county geography.

- Skill in apprehending animals.
- Skill in use, care and maintenance of animal control equipment and supplies.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND one year experience in animal handling.