



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

ANIMAL CONTROL OFFICER

Pay Grade: 47 Pay Range: \$13.96 to \$19.54 per hour plus benefits
New employees in new positions usually start at beginning level of pay range
FLSA Status: Non-exempt (eligible for over time)

Qualifications: High school education or equivalent and preferably experience equivalent to three (3) years fulltime animal control or closely related work. Must possess a valid Arizona driver's license, and pass a pre-employment drug test and thorough background investigation. Must be able to work an occasional evening or weekend and/or overtime. Must be able to respond to call-outs within 45 minutes under normal traffic conditions.

Tasks:

- Perform a variety of animal control duties; patrol streets in marked, radio-equipped vehicle fitted with animal cages; catch, contain, and impound animals-at-large including sick, injured, and vicious wild or domestic animals using specialized equipment (e.g., catch poles, leashes, asps, tranquilizer guns, cages, traps); respond to nuisance and animal cruelty complaints; relocate wild animals; transport animals to shelter; euthanize animals; pick up/dispose of dead animals; safeguard self/public from dangerous animals.
- Provide animal related information to public; attend school classes to educate children on animal behavior; notify owners/involved parties of animal violations and corrective actions; document actions by issuing notices, writing reports, and taking photographs; testify in court.

Knowledge, Skills, and Other Characteristics:

- Knowledge of departmental rules and regulations and applicable Federal, State, and local laws and ordinances.
- Knowledge of the City of Prescott Animal Code.
- Knowledge of animal control principles, methods, techniques, and practices.
- Knowledge of equipment used in animal control (e.g., catch poles, leashes, asps, tranquilizer guns, cages, traps, communications equipment, personal computers, and automotive equipment).
- Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.
- Skill in patrolling neighborhoods and identifying animal code violations.
- Skill in determining methods to control animals and safeguard the public.
- Skill in catching, controlling, containing, and transporting animals.
- Skill in issuing notices and orders.
- Skill in preparing reports and documentation of activities and cases.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents.

Physical and Visual Ability: Ability to lift and move up to 50 pounds and be able to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: Sufficient to clearly, concisely, and effectively communicate in person, over the telephone and on the radio.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. October 8, 2012

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (928) 777-1347 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@prescott-az.gov Visit our website at www.prescott-az.gov

EOE/M/F/V/H/D/NSE

Posted: September 21, 2012

Mike Kabbel _____
Police Chief

Mary Jacobsen _____
Human Resources Director

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MAJOR BENEFITS FOR FULLTIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.