

**CITY OF MAYFLOWER**  
Job Description

**JOB TITLE:** Part-Time Animal Control Officer

**DEPARTMENT:** Police  
**LOCATION:** Municipal Building  
**REPORTS TO:** Chief of Police

**DATE:** September 24, 2018

---

**SUMMARY:** Responsible for the administration of standard animal control programs including licensing, rabies control, community education and the enforcement of animal control laws and regulations. Captures and impounds unlicensed, stray, and uncontrolled animals. Maintains animals in the animal control facility.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs tasks related to the enforcement of animal control laws.
2. Responds to calls to investigate complaints of unleashed, unlicensed, vicious, injured or stray animals.
3. Pickup and impound animals, which have bitten persons, reported to be rabid, or are abandoned.
4. Issues verbal and written warnings to violators.
5. Initiates legal actions against violators of animal control laws.
6. Issue citations to owners violating animal control ordinances and represents city in court.
7. Feeds and cares for animals housed at the animal shelter; cleans and maintains the shelter.
8. Patrol the streets in search of uncontrolled animals.
9. Explains animal control ordinances to persons involved.
10. Maintain records of animals that are impounded and keep records of departmental activities.
11. Arrange for the destruction of diseased or unclaimed animals.
12. Assures efficient and economical use of materials, improvement of methods, and elimination of wasteful practices within the department.
13. Adheres to city policies/ordinances, safety standards, and good housekeeping practices.
14. Must be available for duty hours other than the regularly scheduled workweek.
15. Perform other duties as required or assigned by supervisor.
16. Remove and dispose of animal carcasses found on city streets.

**JOB TITLE: Animal Control Officer**  
**Page 2 of 3 Pages**

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Some experience in the care and handling of animals. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be familiar with computerized record keeping.

**TRAINING and/or LICENSE REQUIREMENTS** Must possess valid Arkansas Driver's License.

**CERTIFICATION(S) REQUIREMENTS:** Applicant must possess, or be willing to obtain, a Certification in Animal Control from the D.E.A. and the Arkansas Department of Health.

**LANGUAGE SKILLS:** Ability to read and comprehend routine instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively verbally communicate with citizens and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding in carrying out instructions furnished in either written or oral form. Ability to deal with citizen problems.

**OTHER SKILLS and ABILITIES:** Ability to use job specific computer hardware and software and enter data into computer software via keyboard.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The followings minimum requirements, described herein, are representative of those that must be met by an employee.*

**KNOWLEDGE OF:**

Animal control regulations, priorities, procedures and operations, and city ordinances relating to animal control.

State Health Department requirements associated with animal control.

Animal behavior.

The operation of animal care, health, capture, and safety equipment.

All city streets.

**ABILITY TO:**

Analyze situations and to adapt quickly.

Work with the general public.

Catch and maintain control of animals.

Communicate effectively with the public.

Prepare reports from data received, furnish monthly reports and maintain public records.

Apply common sense understanding in carrying out instructions furnished either in written or oral form.

Deal with citizen problems.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

Must be in good physical condition and able to enter and exit the Animal Control vehicle unassisted.

Must be able to carry animals of various weights without assistance.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is exposed to an element of personal danger and has considerable contact with the public. Work is usually performed independently within established laws and regulations with supervision available in handling the more difficult or unusual situations.