

Class Code: 1209
Revised 9/18/19
Reviewed: 9/15/2022

ANIMAL CONTROL OFFICER

PURPOSE AND NATURE OF WORK

Position is responsible for the enforcement of the portions of the Animal Control Ordinance which cover the apprehension of various types of animals including diseased, unlicensed, dangerous, and stray animals. Incumbents exercise independent judgment, tact, and diplomacy in the enforcement of the Animal Control Ordinance in accordance with established policies, procedures, and guidelines. Also, incumbents may assist in the euthanasia and disposal of animals. Work is performed under the supervision of the Animal Control Field Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Captures animals by means of traps, catch pole, or other accepted means deemed appropriate by the supervisor. Loads and unloads animals from animal control vehicle. Issues notices, warnings, and citations to violators of the Animal Control Ordinance. Disposes of euthanized animals. Enforces animal and fowl, rabies control, and livestock laws as outlined in the Animal Control Ordinance. Investigates cruelty to animal complaints and refers difficult or complex situations to the Animal Control Supervisor. Completes daily work records and files offense reports when necessary. Performs euthanasia by injection. Incumbents will discern triage techniques when dealing with illnesses and/or injuries to various animals". Safely administer to all animals specific intake medications/wormers upon intake.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the enforcement aspects of the Animal Control Ordinance.
Considerable knowledge of the equipment, methods, and techniques used in the humane capture, holding, and transportation of animals.
Knowledge of and ability to recognize symptoms of common diseases in animals.
Knowledge of the City and Parish geography.
Ability to use a catch pole or traps in the humane apprehension of various animals, wild and domesticated.
Ability to drive an animal control vehicle.
Ability to maintain effective working relationships with the supervisor, fellow employees, and the general public.
Ability to satisfactorily complete on the job and formalized training in humane animal capture techniques.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school and some experience dealing with the care of animals; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license.

APPRENTICESHIP

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements established by the Chief Administrative Office, Animal Control division, in accordance with Louisiana state law, euthanasia personnel shall receive Euthanasia Certification by the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment for continued employment.