

CODE:  
FLSA:

**IBERIA PARISH GOVERNMENT, LOUISIANA  
JOB DESCRIPTION**

**JOB TITLE: ANIMAL CONTROL OFFICER II  
ANIMAL CONTROL DEPARTMENT  
GRADE 9**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs enforcement work in participating in the activities and operations of the department in an effort to maintain public safety and welfare. Work involves providing the enforcement of rules, regulations, and laws governing rabies and animal control in a Parish government agency including rabies control, animal bite regulations, and animals running at large with the responsibility of capturing, handling, housing, and sheltering animals. Reports to the Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Enforces rabies and animal control laws.

Captures animals running at large.

Investigates animal bites.

Performs animal euthanasia.

Operates and maintains animal shelter.

Performs groundskeeping.

Repairs and maintains building, grounds, vehicles, and equipment.

Informs, educates, and teaches the public with reference to rules and regulations.

Works with government officials to enforce laws.

Participates with the judicial system in court litigation.

Receives, reviews, prepares, and/or processes various records and reports such as rabies registration and vaccinations, animal bite investigations and reports, animal complaint reports, operational reports, and daily work and performance reports.

Refers to codified laws, local ordinances, animal control housing and shelters, animal euthanasia requirements, policy and procedure manuals, codes / regulations, publications and reference texts, etc.

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Operates a variety of vehicles, equipment, and machinery such as pickup truck with animal cage, lawn tractor, incinerators, ketch poles, snake nets, capture equipment, etc.

Uses a variety of tools such as manual and electric hand tools, grinder, ketch poles, snake nets, capture equipment, traps, hypodermic syringes and needles, etc.; a variety of supplies such as food, cleaning supplies, disinfectants, general office supplies, etc.; and a variety of computer software such as Microsoft Office, etc.

Interacts and communicates with various groups and individuals such as Director, law enforcement, governmental entities, veterinarians, judicial system, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Answers telephone.

Files documents and reports.

Entertains and communicates with the public.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by one to two years of code enforcement, law enforcement, or related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess euthanasia certification. Must possess a valid Louisiana driver's license. Must be certified as an Animal Euthanasia Technician and certification from Louisiana Animal Control Academy.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (up to 100 pounds). While performing enforcement work, must be able to defend one's self from attack / assault and to restrain animals and criminal suspects of varying weights.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the giving of assignments and directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, animal care / veterinary care manuals, etc. Requires the ability to prepare reports, correspondence, records, etc. with proper format, punctuation, spelling and grammar,

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using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including code enforcement, law enforcement, veterinary medicine, animal care, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms, animal capture equipment and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, animal capture equipment, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Animal Control Department as they pertain to the performance of duties of the Animal Control Officer II. Has knowledge of the functions and interrelationships of the Parish and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of pertinent

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Federal, State and local laws, regulations, codes, ordinances and guidelines; and modern and complex principles and practices of animal control program development and administration. Has knowledge of various breeds of dogs, cats and other domestic animals, including livestock; principles of licensing, controlling and disposing of animals. Has knowledge of methods of animal collection and impoundment. Has knowledge of normal and abnormal animal behavior, and symptoms of animal abuse. Has knowledge of types of equipment, materials and specialty items used in animal control procedures. Has knowledge of code enforcement methods and procedures; and investigative methods. Has knowledge of the layout of local roads and of the locations and characteristics of various neighborhoods. Has knowledge of the principles and practices of record-keeping, modern office practices, and technology. Has knowledge of basic arithmetic. Is skilled in the use of firearms, dart guns, restraining devices, animal traps, euthanasia chambers, and other animal control equipment. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to react quickly and calmly in emergency situations. Is able to physically pursue, apprehend and control animals of varying sizes and weights. Is able to plan, organize and prioritize daily assignments and work activities. Is able to analyze problems that arise in the areas of responsibility and recommend solutions. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to communicate effectively both orally and in writing. Is able to prepare required reports and records with accuracy and in a timely manner. Is able to establish and maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to perform required calculations with accuracy. Is able to work under stressful conditions. Is able to deal with sensitive situations with tact and diplomacy. Is able to deal courteously, yet firmly and effectively with the public in enforcement situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising

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judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.