 CITY OF HELENA

## Position Title: Animal Control Officer

## Department: Division:

## FLSA:

**Pay Grade: 132**

X Regular Full-time \_\_\_Regular Part-time \_\_\_Temporary/Seasonal \_\_\_On-Call

**Hours worked per week: 40**

**Daily Shift: 8:00 a.m - 5:00 p.m. (May Vary Depending on Department Needs)**

**Work Schedule:** \_\_\_Su \_\_x\_M \_\_x\_T \_\_x\_W \_\_x\_Th \_x\_\_Fr \_\_\_Sat

**Incumbent Name: Roy Tanniehill**

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

Job Purpose:

Under general supervision performs a variety of duties including enforcement of City codes and tasks related to the care, control, and licensing of animals within Helena city limits.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**Duty I: Enforcement of local laws and regulations related to Animal Control**

75% Time

Essential

Tasks:

► Patrol assigned areas; pursue animals by vehicle and on foot; capture and impound unlicensed, stray, and uncontrolled animals; snare animals using special devices; cage or secure animals in Animal Control vehicles.

► Explains numerous City ordinances and Montana statutes pertaining to animal care, control, and licensing to the public.

► Gathers information to resolve complaints.

► Investigate reports of complaints of animals creating nuisances and take appropriate actions; investigate and prepare police crime/arrest reports for serious violations including cruelty to animals, dog bite incidents, and vicious dog attacks initiated by dog owners; issue citations to violators; make arrests as necessary; collect bond from violators.

► Transport animals to designated animal shelters or detention centers; examine captured animals for illness or injury; transport sick or injured animals to veterinarian for medical treatment.

► Remove dead animals from roadways using special devices.

► Quarantine animals that are known or suspected of inflicting an animal bite on a person; provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies; file report with the Health Department.

► Prepares and Issues citations to enforce City animal regulations and licensing requirements and completes written reports for documentation.

► Maintain extensive records of the number of animals taken to animal control shelter, breed, and sex of the animal impounded, the location where the animal was captured, deposition of injured animals, and number of citations issued; prepare necessary reports.

► Answers questions from the public, city employees, and other agencies.

**Duty 2: Public Relation and Education**

25% Time

Essential

Tasks:

► Testify in court as an expert witness for the City of Helena regarding the enforcement of animal control laws.

► Serve as a resource person regarding City animal regulations; conduct public relations meetings with schools, civic groups and organizations, and other public interest groups.

► Coordinate efforts with health agencies and officials for the prevention of rabies.

► Serve as a liaison with other agencies including the Department of Livestock, the Department of Fish and Game, the Sheriff's Office, and other organizations as needed.

► Assist the Evidence Technician and Clerk with the transportation of found bicycles.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

* Basic methods of animal collection, care, and disposal.
* Occupational hazards and standard safety practices necessary for animal capture and control.
* Modern office practices, methods, and equipment including computer equipment and applicable software applications.
* English usage, spelling, vocabulary, grammar, and punctuation.
* Principles and practices of basic business letter writing and report preparation.
* Principles and procedures of record keeping.
* Principles and techniques used in dealing with the public.
* Word processing methods, techniques, and programs including spreadsheet and database applications.
* Basic mathematical principles.
* Numerical, alphabetical, and subject matter filing systems.

Skill or ability to:

* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
* Operate and maintain department vehicle.
* Operate modern office and computer equipment and technology.
* Operate tools and devices necessary for capturing animals.
* Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.
* Learn proper radio technique to communicate with dispatch.

Skill or ability to: *(Continued)*

* Learn general animal diseases to help determine the proper outcome for the animal.
* Learn to properly and safety tranquilize animals when necessary.
* Determine the proper action to take when confronting animals who are agitated, vicious, frightened, or injured.
* Act quickly and calmly in emergencies. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
* Prepare and maintain confidential data and information.
* Prepare and maintain accurate and complete records.
* Plan and organize work to meet schedules and deadlines.
* Prepare clear, complex, and extensive reports.
* Interact tactfully and effectively with the public.
* Work independently in the absence of supervision.
* Communicate clearly and concisely, both orally and in writing.
* Learn the procedures and functions of assigned position.
* Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Physical Demands:

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, see, hear, kneel, crouch, stoop, squat, crawl, twist, climb, lift 40 lbs. and ability to travel to different sites and locations.

Ability to work in a standard office environment; ability to sit at a computer or in vehicle; ability to travel from one location to another.

*Work Environment:* Exposure to extreme noise, outdoors, chemicals, mechanical hazards, and bloodborne pathogens/animal diseases.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee. Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of:

Experience: One year of experience in caring and handling of animals and dealing with the public.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in handling animals.

Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Supervision Received:

Directly Supervised by assigned Patrol Sergeant.

Supervision Exercised:

None.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or**  **NO**

**Employee’s Signature: Date:**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Updated: 02/24/2022*