



## *Rio Arriba County* **VACANCY NOTICE**

<b>JOB TITLE:</b>	<b>Animal Control Officer</b>
<b>Department:</b>	<b>Sheriff</b>
<b>Division:</b>	<b>Animal Control</b>
<b>Hourly:</b>	<b>C-03 \$16.56 - \$21.56 Hourly/ \$24, 440.00 - \$44,840.00 Annually</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Classified</b>
<b>Closing Date:</b>	<b>April 25, 2022</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

Under general supervision of the Sheriff or designee, will enforce animal control ordinances, respond to citizens' complaints concerning animal care and the control of roaming problem pets. Explain ordinances and discuss violations to pet owners.

### **Essential Job Functions:**

- Maintain records and prepare reports related to animal control activities, maintain animal control vehicles, issued equipment and kennels.
- Patrol assigned area to enforce animal control ordinances, respond to citizens' complaints concerning animal care and control problems; issue warnings and citations to violators; capture and impound stray domestic and exotic animals.
- Respond to emergency calls for sick and injured animals and obtain veterinary care if required.
- Perform field inspections of proper animal control for commercial and private owners.
  - Appear in court to testify regarding violations
  - Research vaccination information to locate owners.
  - Investigate animal bite cases and arrange for proper care, quarantine, and observation of the animal.
  - Performs other duties as assigned or required.

### **Knowledge / Skills:**

- Working knowledge of animal control ordinances and regulations;
- Working knowledge of animal collection and control methods in working relationships with the public and fellow employees.
- Ability to communicate effectively, both verbally and in writing.
- Ability to provide effective training and instruction to caring and handling of an animal without inflicting injury or harm.

- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to operate a motor vehicle and equipment, including hand radio, catch all pole, lead pole and humane traps.

### Minimum Qualifications

- A High School Diploma or GED certificate;
- Valid New Mexico Driver's License with an acceptable driving record;

### Working Conditions:

Work is primarily performed in an outside environment. Working in varying weather conditions and in confined spaces. Work is performed throughout Rio Arriba County.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**