



# Rio Arriba County

## **JOB DESCRIPTION VACANCY** **ANIMAL CONTROL OFFICER**

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<b>DEPARTMENT:</b>	ANIMAL CONTROL / SHERIFF'S OFFICE
<b>PRIMARY LOCATION:</b>	BOTH TIERRA AMARILLA AND ESPANOLA
<b>SALARY CLASSIFICATION:</b>	AC-OFFICER
<b>SALARY:</b>	\$20.56 - \$25.56 HOURLY / \$42,760 - \$53,160 ANNUALLY
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	OCTOBER 2, 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by 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. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

### **Primary Summary:**

Under general supervision of the Director or designee, the selected candidate will assume the duties to perform essential duties and responsibilities.

### **Duties and Responsibilities:**

- Patrols assigned area to enforce animal control ordinances
- Responds to citizen's complaints concerning animal care
- Addresses warning & gives citations to violators
- Capture and impound stray, domestic, and exotic animals
- Research vaccinations to locate animal's owners
- Explain ordinances & discuss violations with pet owner
- Examine animal bite cases and provide proper care
- Depending on situation transport animals to state agencies for testing on diseases
- Help maintain equipment in vehicle
- Respond to emergency calls regarding sick or injured animals, and provide veterinarian care if necessary
- Maintains & prepares records for animal reports
- Appears in court to testify regarding violations
- Performs and presents studies and informational presentations.
- May present to the County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required



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### **Minimum Qualifications:**

- High School Diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening
- Must obtain Certifications required for this position within twelve (12) months of employment

### **Recommended Qualifications:**

- Demonstrates organizational, human relations, and effective communication skills
- Demonstrates initiative and ability to work independently
- Knowledge and experience with animal control

### **Preferred Qualifications:**

- Minimum of one (1) year of experience wither in animal control or as an animal control trainee
- Certified Animal Control Officer

### **Knowledge, Skills and Abilities:**

- Knowledge and ability to provide courteous and professional customer service
- Ability to communicate and to follow instructions in English
- Ability to orchestrate multiple tasks simultaneously
- Ability to provide verbal or written directions to subordinates in English
- Ability to thrive in a fast-paced environment
- Ability to understand and follow directions
- Ability to perform difficult clerical and basic managerial tasks
- Ability to act independently and conscientiously using sound judgment
- Ability to understand and follow standard office practices and procedures
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both verbally and in writing
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines



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- Ability to communicate effectively, both orally and in writing

#### **Physical Demands:**

Duties are performed 95% outdoors under various temperature conditions depending on the season and weather. 5% is spent indoors under normal temperature conditions. Outdoor duties may be performed on either even or uneven surfaces, may be wet or dry. Worker may perform duties on surfaces such as natural ground, grass, asphalt, or concrete while performing outdoor duties. Indoor duties are typically performed on an even surface, which may be tile, carpet, and concrete.

Employee will be exposed to lifting, climbing, walking, and stooping. Exposed to dust, odors, fumes, animals, and infectious diseases. Travel within County is required. Employee may be required to take some job related course. Must be able to stand / walk up to four hours at one time, up to eight hours total per day. Employee must regularly lift fifty (50) pounds and occasionally lift and/or move up to eighty (80) pounds. If an item is above 50 pounds, the lifting shall be done by two or more County staff members.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings.

The employee may also need to go outside in all kinds of weather and travel to various locations. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available to provide customer support.

Work is performed 95 percent outdoors under various temperature conditions depending on the season and/or weather and 5 percent is spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled, and concrete.

Employee may be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision,



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and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

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**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
- Maintain and enhance the county's commitment to customer service excellence

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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:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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