



JOB DESCRIPTION

Job Title: Animal Control Officer	Department: Law Enforcement	
Reports to: Animal Control Sergeant	Employment Status: Non-exempt, Full-time, Sensitive	
Classification: (Do not fill in)	Supervisory Status: None	
Date Approved: (Do not fill in)	Driving Classification: Moderate	
Salary, Minimum:	Mid-level:	Maximum:

Summary: This position performs specialized enforcement work in accordance with laws and ordinances pertaining to animal control within Fort Mojave Indian Reservation. Patrols the Reservation within its jurisdiction, investigates complaints, and writes reports and supporting documents as needed.

Essential Duties and Responsibilities

- Patrols the Fort Mojave Indian Reservation to enforce animal control ordinances.
- Responds to radio messages or telephone instructions investigates all reported complaints received.
- Apprehends, transport, and impound animals in accordance with procedures and policies; disposes of the remains of deceased animals.
- Provides information and services to citizens regarding animal, beach, camping, fishing regulations of the Fort Mojave Indian Reservation.
- Writes reports, documenting activities and incidents; maintains necessary records and logs.
- Accepts and/or initiates criminal/civil complaints; appears in Fort Mojave Tribal Court on behalf of the Fort Mojave Tribal Police Department Animal Control Division as a witness on animal control cases.
- Performs euthanasia on animals as necessary; assists in the care of animals and cleaning kennels.
- Performs related duties as required.

Competency: To perform the job successfully, and individual should demonstrate the following competencies:

- Ability to recognize animal behavior, animal control ordinances and animal handling procedures.
- Ability to euphonizing techniques.
- Ability to recognize animal health problems.
- Ability to observe or monitor the public's behavior to determine compliance with prescribed standards.
- Ability to perceive the full range of the color spectrum, measure distance using a tape measure.
- Ability to comprehend and make inferences from written material.
- Ability to work in a variety of weather conditions with exposure to the elements.
- Ability to work in small areas, climb ladders or steps, walk over rough uneven or rocky surfaces.
- Ability to lift or move heavy objects weighing over 50 pounds and more than 20 feet.

- Ability to clean area using broom, mop or other appropriate tools.
- Ability to work with chemicals or cleaning agents using only normal protective equipment.
- Ability to establish effective working relationships with the public and co-workers.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

- Must have High School Diploma or General Equivalency Diploma (G.E.D)
- Must be 21 years of age or older.

Language Ability:

- Must be able to read and understand Fort Mojave Tribal Law and Order Codes.

Math Ability:

- Basic math skills.

Reasoning Ability:

- Must be able to interact with all Tribal Entities.

Computer Skills:

- Must have basic computer skills, word and excel programs.
- Must be able to learn computer skills.

Equipment, Machinery, Tools and Material Utilization:

- Operate motor vehicle with valid driver's license.
- Work with chemicals or cleaning agents.

Certificates and Licenses:

- Must have a valid driver's license and clean record and be insurable under the FMIT insurance policy.
- Must be able to maintain all certifications.
- Must pass a pre-employment drug test.

Other Requirements:

- Must pass a background investigation and work history completed.
- No felony convictions.
- No applicant shall be hired if he/she has been convicted of a misdemeanor within 12 months of prior to being hired.

Supervisory Responsibilities:

- None

Work Environment:

- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in variety of weather conditions, including extremely hot weather. The noise level in the work environment is usually moderate.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee successfully performing the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.

