



Position Description

Job Title:	Community Service Officer/Animal Control	Grade Number:	11
Department:	Police	Date Modified:	January 23, 2017

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Performs routine and complex public safety work in the enforcement of animal control and code enforcement ordinances.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols streets to locate stray animals and promptly captures animals and transports them to the animal shelter
- Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries.
- Removes dead, injured or dangerous animals from streets and residential premises.
- Transports animals to veterinarian for observation, treatment, or euthanasia.
- Documents and inspects city and private property for snow removal, tall grass, trees, weeds and junk.
- Issues citations for non compliance of general code enforcement.
- Testify in Court on issues that arise from either animal or code enforcement.
- Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control
- Compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities.
- Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases.
- Serves various criminal or civil notices or papers related to the enforcement of animal control ordinances.
- Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.



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- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances;
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES:

- Maintains departmental equipment, supplies and facilities.
- Assist with funeral escorts and other traffic control when required.
- Serves as a member of various employee committees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - High School Diploma or GED equivalent;
 - An equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
 - Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;
 - Some skill in operating the tools and equipment listed below;
 - Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS:

- Must possess, or able to obtain by the time of hire, a valid State Driver's License.

TOOLS AND EQUIPMENT USED:

- Patrol vehicle, animal capture equipment, police radio, side handle or straight baton, telephone, first aid equipment, personal computer including word processing software.



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PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposes to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



City of Kimball

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