



## EMPLOYMENT OPPORTUNITY

### **ANIMAL SERVICES OFFICER** **OGDEN CITY POLICE DEPARTMENT**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **POSITION SUMMARY**

To perform a variety of duties involved in enforcing City, County and State laws governing the care and keeping of animals in the City; and to impound, care for and euthanize animals as appropriate. Receives general supervision from the Animal Services Supervisor.

#### **EXPERIENCE AND TRAINING STANDARDS**

One year of experience in the raising and/or handling of domestic animals. Equivalent to the completion of the twelfth grade. Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of, or ability to obtain, an appropriate, valid Euthanasia Certification from the Humane Society of Utah or other sanctioning animal control body. Able to certify with the National Animal Control Association (NACA) both levels I and II. POST Special Function Officer (SFO) certification preferred, however; not required.

#### **NIMS REQUIRED TRAINING**

Employee will be required to complete NIMS IS100, IS200, IS700, IS800, and IS811 within six months of hire.

**Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.**

#### **ESSENTIAL JOB FUNCTIONS**

- Promote and follow the City's mission statement, values and expectations.
- Establish schedules and methods for effective operations.
- Plan routine patrols to search for stray animals.
- Patrol City streets and roads; search for stray dogs, domestic animals and livestock.
- Enforce City animal control laws; explain ordinance relating to keeping and caring for animals to the public; issue citations for violations of the animal control ordinance.
- Impound, quarantine and euthanize animals as appropriate; determine whether injured animals should be treated or euthanized; contact a veterinarian to treat injured animals as appropriate.
- Ability to use computer programs and functions.
- Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse or bites.
- Receive lost and found animal reports; assist visitors in locating missing pets.
- Administer animal euthanasia injections as required.

- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

## **MARGINAL JOB FUNCTIONS**

- Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
- Coordinate assigned cases with the City Attorney, District Attorney and courts as needed; write requests for summons; appear in court on applicable cases.
- Perform general office duties; answer telephone calls and provide information and explain procedures; type letters, file reports, bite forms and other documents.
- Follow-up on delinquent or pending dog licenses; sell dog licenses to delinquent dog owners; attend clinics to sell licenses.
- Prepare and maintain a variety of records and reports.

## **QUALIFICATIONS**

### *Knowledge, skills, abilities:*

- Various breeds of dogs, cats and other domestic animals.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Basic methods of animal collection and impoundment.
- Basic bookkeeping principles and practices.
- Euthanasia techniques and procedures.
- Enforce animal regulations.
- Learn, interpret and apply laws and regulations of the City related to animal control.
- Perform a variety of animal control activities.
- Prepare written reports and maintain an accurate and efficient record keeping system.
- Learn and utilize proper handling and muzzling techniques.
- Administer animal first aid.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Standing or sitting for extended periods of time, subduing resistant animals; chasing fleeing animals, running, walking, crouching or crawling, and moving deceased animals.
- Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles as required by the position.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

**Other Requirements:**

- Must be able to pass a Federal, State, and Local background check successfully.
- Must be 21 years of age or older.
- Ability to work rotating shifts and stand-by which includes any day or night of the year, including holidays.

**WORKING CONDITIONS**

*The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL REQUIREMENTS**

Travel around the City. Exposure to unhealthy conditions; excess feces and urine inside buildings and yards. Exposure to a variety of domestic and wild animals. May encounter hostile environment. Must occasionally work on standby. When assigned to an on-call status, must be able to respond to the scene of the call within 30 minutes after receiving the call for service. While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and/or move up to 70 lbs. on a frequent basis and over 100 lbs. on occasion.

**Criminal History Background Check:** Successful applicant must pass background check.

**Motor Vehicle Report:** Driver's license report (MVR) will be obtained by the HR division when applicable.

**Education Requirement:** Successful applicant must submit a copy of his/her high school diploma or GED before appointment.

**Veteran's Preference Points:** Veterans points will be awarded based on State guidelines. Must submit/upload DD-214 **with** application and before closing date in order to be awarded points. This is for initial appointments only.

**Salary Range:** Range 27; \$1,145.58 - \$1,565.41 (Bi-weekly Rate)

**Application Procedure:** On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **Tuesday, February 18, 2020**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORKPLACE**  
**AA/EOE/ADAAA**  
**February 3, 2020**