



**JOB ANNOUNCEMENT CITY
OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: ANIMAL CONTROL-Police Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: November 16, 2020

CLOSING DATE: November 23, 2020

SKILL LEVEL: 7

SUMMARY DESCRIPTION:

Works under the direct supervision of the Captain of the Special Operations Division and the Chief of Police. The duties of Animal Control Officer include but are not limited to local code enforcement and investigation of state and federal laws concerning the care and treatment of animals. The animal control officer shall act as a liaison for the Troy Police Department working with other City Departments, Management Team, staff, outside agencies and the general public; and ensures the efficient operation of the Animal Control Division of the Troy Police Department.

REPRESENTATIVE DUTIES: Under the Direction of the Captain of the Special Operations Division:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrol within the City limits looking for animals running at large and for potential signs of distressed animals.
2. Work directly with citizens concerning animal control issues.
3. Educate the public about animal control safety.
4. Work to make the City of Troy safe for both people and animals.
5. Respond to calls from citizens about stray animals, suspected animal cruelty or deceased animals.
6. Capture or rescue animals.
7. Issue written warnings and citations for violations of municipal ordinances that pertain to animal control.
8. Rescue abused animals.
9. Euthanize critically injured, unclaimed, or diseased animals.
10. Conduct investigations of animal abuse or animal attack claims.
11. Attend meetings, workshops, and training sessions.
12. Demonstrate punctual, regular, and reliable attendance.
13. Complete required reports.
14. Duties may change or vary at the discretion of the Chief of Police for the City of Troy.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

- Knowledge of basic operations of a Police Department.
- Knowledge of policies and procedures of a Police Department
- Knowledge of local, state, and federal laws, rulings, guidelines, and interpretations related to law enforcement and working knowledge of civil laws and civil rights.
- Knowledge of Municipal Ordinances for the City of Troy.
- Knowledge of the equipment and tools used in animal control code enforcement activities.
- Driving skills to safely operate a vehicle under adverse conditions.
- Knowledge of the City of Troy including the neighborhoods and roads.
- Knowledge of first aid and CPR.
- Knowledge of maintenance and safe use of firearms.
- Skill in organizing and planning work.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Knowledge of English language including proper usage, spelling, grammar, and punctuation.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and database
- Ability to perform responsible and difficult services involving the use of independent judgment and personal initiative.
- Ability to respond to requests and inquiries from the general public.
- Ability to independently prepare correspondence and memoranda.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High School Diploma from an accredited high school or GED equivalent.
2. Must have a valid Alabama Driver's License and a good driving record.
3. Must submit to and pass a pre-employment physical including drug and alcohol screening.
4. Prior to employment offer, position subject to satisfactory background check.
5. Must be honorably discharged if the applicant served in the armed forces.
6. Availability and ability to work non-standard hours, weekends, and holidays.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee will occasionally lift light objects weighing less than 24 pounds and heavy objects weighing 25 pounds or more. The employee uses tools and equipment requiring a high degree of dexterity.
Supervisory Control
The Captain of the Special Operations Division assigns work in terms of general instructions. The Captain of Special Operations spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include Municipal ordinances, City of Troy Personnel Policies and Procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values, Police directives, local, state and federal law. These guidelines are generally clear and specific but may require some interpretation in application.
Complexity
The work consists of related animal control duties.
Scope & Effect
The purpose of this position is local code enforcement and investigation of state and federal laws concerning animal control. Success in this position results in greater effectiveness of the Police Department processes and services.
Personal Contacts
Contacts are typically with members of other animal control officers, law enforcement agencies, court personnel, other emergency service providers, and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, and provide services.
Work Environment
The work is typically performed in an automobile and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, occasional cold and inclement weather. The work requires the use of specialized equipment.
Supervision Exercised
None

NOTE:

Any assignment to the Animal Control Division is for an indefinite period of time and may be rescinded by the Chief of Police. Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**City of Troy Department of Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081**

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS
WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.