



Filing Deadline: 7/13/18

**City of Coeur d'Alene  
Equal Employment Opportunity  
Part-Time Animal Safety Officer**

**Description:** Provides animal control, welfare, and safety services; enforces City animal licensing and control ordinances. Additionally, an employee in this class may be assigned to other duties in the Police Department. The work is performed under the supervision of a Police Department supervisor but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an outdoor environment and include exposure to inclement weather and wild and domestic animals.

**Wage and Benefits:** Starting hourly wage is \$20.05 per hour, 20 hours per week. Will include various day, evening and weekend hours, must be flexible with schedule.

**Benefits:** This is a non-benefited position other than pro-rated vacation and sick leave accruals and membership into PERSI (State Retirement).

**Acceptable Experience and Training:** High School diploma or GED, and one (1) year experience in animal control or a related field; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Conditions of Employment:** Applicant must pass a polygraph examination and background check prior to employment.

**Special Qualifications:**

- Valid driver's license;
- Certification to perform euthanasia;
- Animal Control certification within one (1) year of employment preferred.

**Knowledge, Skills and Abilities:**

- Basic domestic animal behavior traits and patterns;
- Geography, streets, and locations within the area of jurisdiction;
- Basic animal first aid procedures, including euthanization;
- English grammar and punctuation skills;
- Current office practices and procedures;
- Basic book keeping and cash handling procedures;
- Customer service methods and techniques;

**Ability to:**

- Follow written and oral instructions;
- Learn and apply animal control and welfare methods, policies, procedures, equipment, and objectives;
- Learn and apply federal, state, county, City, and other applicable statutes, laws, ordinances and codes related to animal control, safety and welfare;
- Operate specialized animal safety and control equipment, including traps, snares, catch poles, tranquillizer guns, radios and related equipment;
- Operate a motor vehicle;

- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Prepare and maintain reports, records, documents, enforcement records , letters, and related information files;
- Communicate effectively with the public in situations that may be stressful and confrontational ;
- Apply dispute mediation and resolution techniques;
- Establish and maintain working relationships with other City employees, law enforcement agents and agencies, and the public;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.

**Examples of Work:**

**Essential Duties and Responsibilities**

- Performs animal control, safety, and welfare functions;
- Enforces City animal licensing and control ordinances;
- Responds to complaints and service requests including but not limited to animal noise, abuse and welfare reports, bite reports, strays, lost and runaway animals, nuisance, and related incidents;
- Performs enforcement activities, including issuing citations, impoundment, and other incident responses;
- Provides information on City animal control and welfare ordinances and codes;
- Issues animal licenses and renewals;
- Coordinates with law enforcement and other local and state agencies on complaints and incidents;
- Patrols for stray, injured, and dead animals;
- Obtains veterinary care for injured animals;
- Maintains animal care equipment, including but not limited to, trucks, cages and crates, traps, catch and snare equipment, and related equipment;
- Inventories and purchases supplies;
- Maintains records , documentation , and correspondence on lost, stray, impounded , returned , and adopted animals;
- Maintains records, documentation, and correspondence on citations, summonses, and other enforcement actions;
- Maintains records, documentation, correspondence, and receipts on new and renewal licensing;
- Issues and picks up live animal traps;
- Euthanizes injured and unclaimed or surrendered animals according to City , state, and other applicable policies and procedures;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

**Other Duties and Responsibilities:**

- On call after regular work hours to respond to emergency situations;
- Performs other related duties as required.

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions; communicate effectively in person, by telephone, and through two-way radio; hear within the normal range of conversation; and speak clearly and concisely to large and small groups of people;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend, prepare, and review a wide variety of written and electronic materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, operate computer equipment and other office equipment;
- Sufficient personal mobility, flexibility, and agility, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift up to 40 pounds, work in an office environment and conduct field investigations.

**Application Procedure:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d' Alene, ID 83814. Application Deadline is Friday, July 13, 2018 at 5:00p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*