



LARIMER HUMANESOCIETY

Animal Protection and Control Officer

Job Title:	APC Officer
Department:	Animal Protection and Control
Job Classification:	Full time; Hourly Non-Exempt Position
Job Relationships:	Reports to Director of Animal Protection and Control; APC Sergeants
General Purpose:	Responsible for enforcing State, County and City codes and ordinances governing animal control functions (e.g. field enforcement, licensing, animals at large, animal bite investigations, etc.), and performs the duties of an Animal Control Dispatcher

Essential Duties and Responsibilities:

- Investigates reports of animal ordinance violations and conducts follow-up investigations and keeps Director of APC and APC Sergeants informed of progress and potential issues.
- Assists citizens with interpretation and understanding of animal ordinances, department procedure and responsible animal ownership.
- Issues warnings and legal summonses for violations of animal ordinances as well as testify in court cases relating to animal control ordinance violations.
- Maintains accurate logs, reports and statistics of daily activity.
- Responds to requests for assistance from jurisdictions and departments as assigned.
- Patrols jurisdictions, initiates contact with citizens and animals to ensure compliance with animal control ordinances and the humane treatment of animals.
- Represents Larimer Humane Society and the contracted jurisdictions in a professional, courteous and ethical manner at all times.
- Promotes Larimer Humane Society programs, services, and development.
- Follows all safety protocols and processes.
- Stays abreast of current industry trends, and changes in ordinances/procedures.
- Impounds and/or transports domestic and wild animals of differing temperaments. Vaccinates animals as required.
- Maintains confidential information relating to the department, organization and clients.
- Completes at least two compensated overnight "on-call" shifts per month.
- Performs the duties of a dispatcher and/or assists dispatch by responding to citizens' calls regarding animal rescue, public safety, the enforcement of animal ordinances and more; assigns and dispatches calls to Animal Protection and Control Officers, oversees Officer location and monitors Officer safety while in the field; appropriately monitors and assigns follow-up calls to Officers Maintains confidential information relating to clients, the organization and the department.

Other Duties and Responsibilities:

- Responds to requests for assistance from other jurisdiction and departments as assigned.
- Performs wildlife capture, rescue, and/or euthanasia as required.
- Other duties as assigned.

Job Qualifications:**Education/Experience**

Minimum of a high school diploma or GED; effective verbal and written communication skills. College degree in an applicable field of study a plus. Minimum of 1-year animal care, animal welfare and/or handling. Basic clerical skills and math skills; able to read and interpret ordinances, ability to prioritize duties and multi-task within a busy work environment. Ability to relate information to the public and officers in a concise, clear manner. Ability to work in direct contact with aggressive and injured animals. Previous enforcement and dispatch experience a plus. Eligibility for commission as an Officer. Proven work ethics and integrity. Minimum of 21 years of age for insurance purposes, valid Colorado Driver's License and must maintain insurable driving record. Living arrangements within 30 miles of Shelter preferred due to on-call duties.

Knowledge/Skills/Abilities:

Bilingual English/Spanish a plus. Ability to establish and maintain effective and positive working relationships with staff, community partners and citizens. Ability to assess situations and identify options. Computer skills required, and knowledge of Chameleon software helpful. Must be comfortable initiating public contact, relaying information, and providing courtroom testimony. Knowledge of animal breeds, behavior, and health is helpful as is experience and skills in handling aggressive or injured animals. Ability to operate animal control equipment and follow safety instructions. Ability to lift and carry up to 50 pounds without assistance and more with assistance. Ability to successfully pass exam to be Colorado certified as an Animal and Protection Control Officer within three years of employment in position. Ability to provide professional, courteous and ethical customer service at all times. Sincere interest in the mission of the Larimer Humane Society. Able to work a flexible schedule including evenings and weekends as required. Ability to be rabies vaccinated, remain current with vaccination and be periodically titer tested.

Work Environment/ Physical Requirements:

For Animal Control Officer duties: Work is generally performed in a shared office environment and in the outdoors with exposure to noise and all types of weather. Exposure to aggressive animals, zoonotic diseases. Vaccinates animals and handles needles and syringes. Lifting and carrying of objects/animals weighing up to 50 pounds without assistance and more with assistance. Must be able to wear tactical vest for up to 10 hours per day as required and withstand driving for extended lengths of time. Much lifting, bending, squatting, walking, running, sitting, standing, performing data entry, full range of body movements, hand and foot coordination for operation of equipment, cleaning, animal restraint, listening and speaking. Must be able to drive and talk on radio simultaneously. Work schedules are regularly 10-hour shifts (subject to change due to business need), including a Saturday or Sunday shift and holiday shifts. Rabies vaccinations and titer testing will be required. Officers complete a minimum of two overnight "on-call" shifts per month. Wearing of a tactical vest.

For Dispatcher duties: Work is generally performed in a shared office environment. Sitting, data entry, writing, filing and answering telephones, listening and speaking, using dispatch radios up to 10 hours a day. Animal Control Officer duties. Work schedules are regularly 10-hour shifts (subject to change due to business need), including a Saturday or Sunday shift and holiday shifts. Dispatchers complete a minimum of one overnight "on-call" shift per quarter.

Larimer Humane Society conducts criminal background checks, DMV checks and requires drug testing of all employment candidates.