



LARIMERHUMANESOCIETY

## Animal Protection and Control Officer

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| <b>Job Title:</b>          | <b>APC Officer</b>   |
| <b>Department:</b>         | <b>Animal Protection and Control</b>   |
| <b>Job Classification:</b> | <b>Full time; Hourly Non-Exempt Position</b>   |
| <b>Job Relationships:</b>  | <b>Reports to Director of Animal Protection and Control; APC Sergeants</b>   |
| <b>General Purpose:</b>    | <b>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</b> |

### 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.
- Completes at least three 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 confidentiality regarding 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.
- Meets expectations for attendance and punctuality.
- 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. One year of work experience. Previous animal care, animal welfare and/or animal handling experience strongly desired. Basic clerical skills and math skills; Experience reading and interpreting ordinances a plus. Experience prioritizing duties and multi-tasking within a busy work environment. 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 (speaking, reading, writing proficiency) a plus and includes additional compensation. Ability to establish and maintain effective and positive working relationships with staff, community partners and citizens. Ability to obtain vaccination and euthanasia certification and perform euthanasia within six months of employment. Able to read and interpret ordinances Ability to prioritize and coordinate work assignments and multi-task within a busy work environment. Ability to assess situations and identify options. Ability to relate information to the public and coworkers in a concise, clear manner. Ability to work in direct contact with aggressive and injured animals. Ability to remain calm and level headed in sometimes stressful and emotional work situations. Computer skills required, and knowledge of Chameleon software helpful. Must be comfortable initiating public contact, relaying information, and providing courtroom testimony. Effective verbal and written communication skills. 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 and willingness to handle animals of all temperaments and in all conditions including injured, ill and deceased. Ability to successfully pass exam to be Colorado certified as an Animal and Protection Control Officer within three years of employment in position. Must be able to interact with a wide-variety of clients and provide professional, courteous and ethical customer service at all times. Emotional intelligence, ethics and integrity skills required. Sincere interest in the mission of the Larimer Humane Society. Able to exercise discretion and good judgment when dealing with confidential and sensitive information. Able to work a flexible schedule including evenings, weekends and holidays as required.

### **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. Must be able to work weekends, holidays and on-call shifts. 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 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, animal restraint and handling, listening and speaking. Cleaning and use of cleaning products. Must be able to drive and talk on radio simultaneously. Work schedules are regularly 5x8-hour or 4x10-hour shifts (subject to change due to business need), including weekend and holiday shifts. Ability to be rabies vaccinated, remain current with vaccination and be periodically titer tested. Work schedules are regularly 5x8-hour or 4x10-hour shifts (subject to change due to business need), including weekend and holiday shifts. Officers complete a minimum of three overnight "on-call" shifts per month. Wearing of body armor is required.

For additional 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. Work schedules are regularly 5x8-hour or 4x10-hour shifts (subject to change due to business need), including weekend and holiday shifts.

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