

<b>ANIMAL CONTROL OFFICER</b>  <b>POLICE DEPARTMENT</b> <b>CITY OF WINONA, MINNESOTA</b>	<b>JOB DESCRIPTION</b>	
	<b>REPORTS TO: Deputy Chief</b>	
	<b>DIRECTLY SUPERVISES: None</b>	
	<b>9/1/00</b>	<b>APPROVED: EBS</b>

**SUMMARY:**

The primary objectives of this job involve enforcement of the City of Winona’s animal control ordinances and animal related state statutes. Work assignments are in the form of patrolling the city streets and answering citizen complaints. Work involves keeping accurate records of the impoundment and disposition of stray animals, keeping accurate records on bite cases and submitting information to the Environmental Health Department and to oversee quarantines and quarantine releases. Work is performed with considerable independence, but all work is subject to review by the Deputy Chief of Police. Additionally, employee provides backup to City’s building maintenance staff and daily mail pickup.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Investigate and/or issue citations for violations of animal abuse/neglect or related issues
- Keep records of impounds, bite cases and related cases
- Quarantine and release quarantine on animals involved in a bite case
- Patrol the streets of the city and impound animals that are in violation of the city’s ordinances
- Answer inquiries regarding animal nuisances and wildlife problems
- Provide backup to City Police Department secretaries
- Performs related work as required

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

- High School Graduate or hold GED certificate
- Experience or education as a veterinary assistant or related experience handling animals, their temperaments and diseases
- Experience in working and communicating with the general public

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#### ***LANGUAGE SKILLS:***

- Ability to prepare reports and correspondence
- Ability to verbally communicate in English with co-workers and the general public in solving problems relating to animals
- Ability to deal with people whom are upset and/or distressed
- Ability to give verbal presentations and speeches
- Ability to type and compile reports and forms

#### ***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to make change when working at the Police Department reception desk

#### ***OTHER SKILLS AND ABILITIES:***

- General knowledge of computer operations
- Ability to withstand all types of weather
- Knowledge of laws and regulations pertaining to animal custody, quarantine, placement, disposal and the dangerous dog law
- Knowledge of various zoonotic and animal diseases, especially rabies
- Ability to establish and maintain effective working relationship with the public
- Ability to understand and follow oral and written instructions
- Ability to keep records and prepare reports
- Skill in handling of animals
- Ability to capture and control animals in such manner as to protect the public and prevent injury, bites, etc.

#### ***CERTIFICATES, LICENSES, REGISTRATIONS:***

- MN Commercial Driver's License

#### ***MINIMUM QUALIFICATIONS:***

- High School Graduate or hold GED certificate
- MN Commercial Driver's License
- Experience or education as a veterinary assistant or related experience handling animals, their temperaments and diseases
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### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to stand, walk, talk or hear, use hands to finger, handle or feel. Employee frequently is required to sit, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms and taste or smell.

This employee must regularly lift up to 25 pounds, frequently lift up to 50 pounds, and occasionally lift more than 100 pounds.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee regularly is exposed to fumes or airborne particles, endures outdoor weather conditions and is exposed to vibration.

The noise level in the work environment is usually loud.