



St. Bernard Parish, Louisiana

Classification Specification

ANIMAL CONTROL OFFICER

Purpose of Classification:

The purpose of this classification is to perform patrol, enforcement and investigative duties pertaining to St. Bernard Parish animal ordinances and laws.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Patrols assigned areas, driving a transport vehicle to enforce laws pertaining to animals; responds to and investigates complaints of animal bites, dangerous animals, animal cruelty and animal nuisances; assists in the resolution of neighborhood animal ownership disputes; cleans and maintains assigned vehicle.

Impounds animals found in violation of animal ordinances and laws; makes initial assessment of animals to determine the need for a medical evaluation and/or isolation requirements; issues warnings and legal notices to owners or possessors of small animals for violations of laws and ordinances.

Writes official citations and appears in court to provide necessary testimony; records, retrieves and verifies animal impoundment information; receives and responds to citizen complain calls and enters the information into a database; writes and maintains reports relating to animal control activity.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

A High School Diploma or GED required; supplemented by one year of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana Driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; may include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Ability to operate a variety of office machines including computers and peripheral equipment;

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, animal/wildlife attacks and animal bites.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.