
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: ANIMAL SERVICES OFFICER II
This position is open to County employees and the General Public

POSITION NO: 05

STARTING SALARY: \$29,121 - \$32,758

DEPARTMENT: ANIMAL SERVICES (3820)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for the investigation of all complaints of stray animals/disturbances, issuing of warnings and/or citations for violations of the Pulaski County Animal Control Ordinance, and apprehension and impounding of stray animals; responsible for the investigation of suspected animal cruelty, abuse, and neglect and assistance in the enforcement of the animal cruelty law.

ESSENTIAL JOB FUNCTIONS:

- Receives calls from public reporting suspected animal cruelty or abuse.
- Investigates reported animal neglect, cruelty, or abuse cases by field investigation, interviewing of owners and witnesses, and inspection of animals.
- Researches records from public agencies, property records, PAGIS mapping system, etc. to attempt to identify animal ownership as necessary.
- Completes reports summarizing conditions found and determination of abuse; discusses results with animal owner.
- Confers with supervisor to determine if a case will be submitted to Prosecuting Attorney's Office for prosecution.
- Explains animal cruelty law to public; explains case required for domestic animals and livestock.
- Performs follow-up inspections to ensure animal care instructions have been followed.
- Conducts on-site investigations concerning complaints and violations of Pulaski County Animal Service Ordinance.
- Issues warning and/or citations to citizens for violations of the ordinance.
- Apprehends stray animals or animals who have bitten someone by using a trap or snare pole as needed; uses a tranquilizer gun, if necessary to subdue the animal.
- Conducts quarantine impoundments and follow-up observation; relays information concerning status of animal to bite victims and medical staff.
- Completes daily reports for each investigation made describing the location, complaint, and action taken; submits to supervisor.
- Explains the animal control ordinance, animal cruelty statute, and all applicable regulations governing the ownership and care of pets to the public.
- Picks up dead animals utilizing appropriate safety and disposal methods.
- Cleans and inspects vehicle for proper working order on a regular basis.
- Testifies in court when needed concerning animal cruelty cases, citations issued, violations of ordinance or other related issues as needed.
- Documents usage of tranquilizer drugs; reports documentation of usage to the provider of chemical capture drugs; maintains usage documentation records and attaches documentation to animal call response report.
- Ensures abuses animals receive all necessary medical testing and care to address conditions if resources are available.
- Performs other related duties as required.

NUMBER OF PERSONNEL SUPERVISED: 0

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Considerable knowledge of the Pulaski County ordinance and regulations governing animal control, ownership and care.
- Considerable knowledge of the State animal cruelty statute and the corresponding animal care requirements.
- Considerable knowledge of safe and effective methods of animal apprehension.
- Considerable knowledge of the signs and symptoms of rabies, abuse, and neglect within domestic animals.
- Good knowledge of street and road locations within the boundaries of Pulaski County.
- Ability to deal tactfully and effectively with pet owners, shelter staff and the public.
- Ability to read and interpret State and County statutes, ordinances and regulations.
- Ability to prepare written reports reflecting investigative results.
- Ability to communicate effectively in writing.
- Ability to identify ordinance and statute violations in the field and determine appropriate action.
- Skill in the use of a tranquilizer gun.

PHYSICAL REQUIREMENTS:

- Ability to run, walk, stoop, kneel, crouch, or crawl as needed to search for and apprehend animals.
- Visual acuity necessary for location and inspection of animals in field.
- Ability to lift and carry loads up to 60 pounds.
- Ability to hear and speak sufficiently to communicate information in person and by two-way radio.

WORKING CONDITIONS:

Duties performed regularly in an outdoor environment with exposure to all types of weather conditions. Duties involve occasional contact with aggressive animals.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency; considerable experience with animal control, animal care or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check and drug test by appropriate licensed agencies.

OPEN DATE: 07-14-2017

CLOSE DATE: 07-20-2017 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

14 July 2017

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