

# ANIMAL CONTROL OFFICER

Utilities | Animal Shelter



## SUMMARY

Conduct field enforcement of parish and state (where applicable) animal control ordinances in an effective and humane manner.

### JOB OVERVIEW

#### Starting Pay

\$13.35 - \$17.15 per hour

#### Schedule

Monday - Friday

Must be available for rotating weekend on-call schedule.

#### Shift

8 a.m. - 5 p.m.

Shift will vary based on on-call schedule.

### LOCATION

Animal Shelter Facility

### REPORTS TO

ACO Supervisor/Animal Control Manager

### PHYSICAL DEMANDS

- Lift over 50 lbs. (heavy)
- Roll loaded carts and cages
- Bend and stretch to inspect/disinfect cages and mop floors
- Administer medicines and vaccines

### WORK ENVIRONMENT

- Frequent interactions with members of the public
- Indoors and outdoors in varying climates and conditions

### EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Enforce Animal Control Ordinances by issuing written warnings and summons when necessary; appearing in court when required; patrolling streets in parish vehicle; answering complaints on stray, vicious, and at-large domestic and wild animals; and handling cruelty investigations.
2. Catch, trap, or tranquilize (by gun) domestic and wild animals in a humane manner (when necessary).
3. Assist other Animal Control Officers when needed.
4. Sanitize equipment and vehicle daily. Maintain organization and cleanliness of vehicle.
5. Euthanize animals by injection. Restrain animals for euthanasia.
6. Answer questions for the public about policies and procedures, pet care, animal control ordinances, etc. when needed.
7. Use specialized equipment including pressure washer, pickup truck, small tools, tranquilizer gun, control pole, bitestick, cat tong, snake tong, snappy snare, live animal traps, etc.
8. Perform general kennel work, such as assisting Animal Care staff in cleaning and sanitizing cages daily, on weekends, and holidays; scanning and placing animals that are picked up in the field in appropriate cages, and assisting public in viewing animals when needed.
9. Perform general office work, such as completing quality reports for all cases and completing necessary paperwork daily.
10. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Ability to learn and practice all applicable safety rules and regulations.
2. Capable of reading and writing sufficiently to understand and carry out basic instructions. Must have basic computer skills.
3. Possess a good knowledge of the working area and equipment assigned.
4. No fear of handling animals.
5. Ability to perform tasks required without direct supervision.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Experience handling animals preferred.
3. Obtain and maintain certification for animal euthanasia.
4. Possess and maintain a valid Louisiana driver's license.