



# Terrebonne Parish Consolidated Government

---

## JOB DESCRIPTION

<b>POSITION TITLE.....</b>	Animal Control Officer
<b>DEPARTMENT.....</b>	Utilities
<b>DIVISION.....</b>	Animal Shelter
<b>CLASSIFICATION/GRADE....</b>	Animal Control Officer/105
<b>REVISED.....</b>	06/2010
<b>REPORTS TO.....</b>	ACO Supervisor/Animal Control Manager
<b>REVIEWED.....</b>	06/2010
<b>WAGES.....</b>	Hourly

### **SUMMARY:**

An Animal Control Officer is responsible for field enforcement of parish and state (where applicable) animal control ordinances in an effective and humane manner. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise. He/she must be able to perform any and all functions that may be deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter.

### **BASIC FUNCTIONS:**

1. Enforces Animal Control Ordinances. Issues written warnings and summons when necessary, appears in court when required, patrols streets in parish vehicle, answers complaints on stray, vicious, and at large domestic and wild animals, and handles cruelty investigations when necessary.
2. Catches, traps, or tranquilizes (by gun) domestic and wild animals in a humane manner.
3. Completes necessary paperwork daily.
4. Rotates 24-7 on call for after hours/weekend/holiday emergencies.
5. Assists other Animal Control Officers when needed.
6. Sanitize equipment and vehicle daily. Maintains organization and cleanliness of vehicle.
7. Euthanizes animals by injection. Restrains animals for euthanasia.
8. Answers questions for the public about policies and procedures, pet care, animal control ordinances, etc when needed.
9. General Kennel Work:
  - a. Assists Kennel Keeper in cleaning and sanitizing cages daily. Assists in cleaning shelter on weekends and holidays.
  - b. Scans, tags, and places animals that are picked up in the field in appropriate cages.
  - c. Assists public in viewing animals when needed.
10. Assists in the office:
  - a. Assists in answering phones when needed.
  - b. Accepts animals brought into the shelter from the public when needed.
11. Performs other duties as assigned or deemed necessary by Supervisor.

### **OTHER REQUIREMENTS:**

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must be able to deal fairly and tactfully with the public in the sensitive environment of animal control.
3. Must be willing to work extra hours during a normal week, weekends, and holidays.

4. Must possess and maintain a valid Louisiana driver's license.
5. Must be capable of reading and writing sufficiently to understand and carry out basic instructions. Must have basic computer skills.
6. Must possess a good knowledge of the working area and equipment assigned.
7. Must not have a fear of handling animals.
8. Must be able to perform tasks required without direct supervision.
9. Must be capable of responding in a timely manner to emergencies while on 24 hour call.
10. Must be eligible to obtain and maintain certification for animal euthanasia.
11. Must be able to assist in any area before, during, and after disasters.

**EDUCATION/EXPERIENCE:**

1. Must possess high school diploma or GED.
2. Experience handling animals preferred.

**EQUIPMENT USED:**

Pressure washer, pickup truck, small tools, tranquilizer gun, control pole, bitestick, cat tong, snake tong, snappy snare, live animal traps, etc.

**WORKING CONDITIONS:**

Works in animal shelter and field environment in which there are frequent exposure to noise, cold, heat, dust, disease, and odorous conditions.