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**CITY OF WATERLOO**

**ANIMAL CONTROL SERVICES OFFICER**

**Part time approximately 19 hours per week evenings and weekends with fill-in on weekdays as needed**

**Possible on-call**

**\$23.43 per hour (after 6 months, \$24.43 per hour)**

**No benefits or insurance**

**JOB SUMMARY DESCRIPTION:** patrols and enforces City and State codes and ordinances regarding animal care and control. Catches and impounds stray animals and issues written warnings and citations.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:** investigates animal control and cruelty complaints; assists the public in resolving animal control problems in their area; advises general public of applicable animal control ordinances and issues citations as necessary; appears at court hearings to present evidence and testimony; patrols and impounds animals at large; picks up sick, injured or dead domestic animals from streets and roadways; responds to reports of sick/injured or dead wild animals; works in cooperation with and responds to assistance calls from law enforcement agencies when animals are involved; delivers pets to veterinarians for medical care as necessary; maintains work records on appropriate forms or enters data electronically and makes full reports on investigations; drives assigned vehicle and maintains in good, clean working order; enforces and monitors animal quarantines to ensure compliance; participates in regular or special training and education programs to gain new ideas and information leading to greater efficiency and effectiveness in performance of duties; practices good public relations in all phases of job responsibilities; collects and records fees such as pickup, licensing, etc.; may respond to calls for service in Cedar Falls as detailed in City ordinance; attends work regularly at the designated place and time; performs all work duties and activities in accordance with City policies, procedures and safety practices; other related duties as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES:** knowledge of laws and regulations of the State of Iowa, the City and the County that are applicable to an animal control program; knowledge of the characteristics and appearances of common breed of dogs, cats and other domestic animals; knowledge of basic animal physical well-being; skill in handling all types of animals sometimes under adverse conditions; skill in interpersonal relations as applied to contact with pet owners and the public; skill in operating personal computer to enter data or research animal information; ability to operate the following equipment and tools - light truck or van, 2-way radio, rifle, tranquilizer gun, catch pole, cat trap, microchip scanner; work is performed according to well-established standards and procedures, but a variety of settings, circumstances and situations often requires independent judgment until or unless supervisor can be consulted; ability to handle confidential information with tact and discretion; ability to work cooperatively and to maintain effective working relationships with coworkers and police department.

**MINIMUM EDUCATION AND EXPERIENCE:** graduation from high school/equivalent; one year experience in animal control or in a related field **or** certification as an animal control officer from a recognized academy or the National Animal Control Association **or** any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the essential functions of the position; experience in the care and handling of animals; prefer experience in complaint handling with the public; prefer computer/data entry experience; valid Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria.

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**A.A./E.E.O.**