

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Animal Control Officer** for the City of Las Vegas Community Development Department.

Entry Level: Per Pay Plan – \$11.41

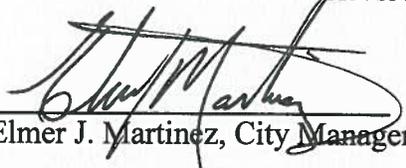
Nature of Job: The principal function of an employee in this class is to perform field work in the enforcement and investigation of City of Las Vegas animal control ordinance and code violations. Shift and weekend work may be required. Duties require walking or driving in all areas of the City in all weather conditions, fair and impartial enforcement of the animal control ordinance, competent, humane and timely aid to domestic and wild animals in distress situations, and the ability to deal tactfully and effectively with the public, animal owners and alleged offenders. Assignments are received in the form of written procedures, verbal directives and/or complaints. At the end of the initial training period, the employee is responsible for working independently in the enforcement of applicable ordinances, state laws and according to department policies. Due to federal, state and departmental laws and/or regulations, employee must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment. Patrols city by car and foot and enforces animal control ordinance. Investigates calls and complaints involving animal control violations. Issues citations and/or warnings as indicated in the animal control ordinance. Impounds stray and domestic animals when necessary. Captures and relocates wild animals creating potential hazards to the public. Obtains and processes all necessary court documents in the performance of duties and the furtherance of enforcement action. Testifies in court to present evidence or act as witness. Maintains accurate and organized records of all contacts, enforcement actions, complaints and routine procedures. Compiles and generates statistical reports. Proficiently operates and maintains all equipment necessary in the performance of duty (A detailed job description is available at the Human Resource Office.)

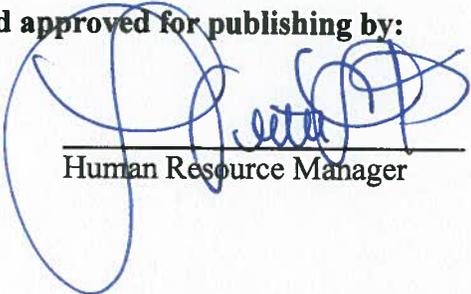
Qualifications: Must have a high school diploma or GED equivalent. Must successfully pass a thorough background investigation. Must possess and maintain a valid New Mexico Class D operator's license and be insurable by the City's insurance carrier. Basic Law Enforcement Training Certification; CPR Training; Animal Care and Control Training

Posted: General Public: January 21, 2016 thru January 28, 2016

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Elmer J. Martinez, City Manager


Human Resource Manager