



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE:** June 24, 2022

**CLOSE DATE:** Until Filled

**JOB TITLE:** Animal Control Officer

**PAY RATE:** \$16.00/hr

**DEPARTMENT:** Las Vegas Police Department

**DIVISION:** Field Operations

*The mission of the Las Vegas Animal Control Division is to ensure the safety and health of the community by educating citizens and regulating the care and treatment of domestic animals.*

### **DUTIES AND RESPONSIBILITIES**

- Captures and impounds dangerous or stray domestic animals.
- Enforces city ordinances applicable to Animal Regulation.
- Investigates complaints from the community about domestic animal abuse neglect, nuisance and injuries.
- Writes reports and testifies in court on investigations.
- Participates in public education programs and community outreach initiatives as prescribed by Animal Control.
- Removes and documents deceased animals on city property and public areas.
- Participates in training programs and obtains certifications in the Animal Services Field.
- Provides courteous and expeditious customer service to the general public.
- Patrols a designated area of the City of Las Vegas in an Animal Services vehicle.
- Answers questions from citizens regarding animal ordinances.
- Keeps and maintains routine records and produces reports.
- Conducts inspections of animal facilities.
- Conducts presentations or training on animal control issues and behavior at public schools, neighborhood associations, and businesses.
- Performs preventive maintenance on assigned vehicle; fuels assigned vehicle; checks and maintains fluid levels and adds as necessary.
- Adheres to and maintains a positive attitude towards City and Division goals.
- Performs other duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

- High School Diploma or GED

### **PREFERRED QUALIFICATIONS**

- Previous Animal Protection officer or Animal Welfare Investigator experience or equivalent.
- Demonstrated experience in leadership, team building, problem-solving, and strong people skills.
- Associate or bachelor's degree from an accredited college or university.
- Training and/or certification from an accredited veterinary technical school.
- Bilingual skills in English/Spanish.

## **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must be available for on-call duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the City of Las Vegas area and community, and the geographic layout of the City of Las Vegas.
- Ability to analyze and interpret laws, regulations, and to formulate, develop and present recommendations for such regulations.
- Ability to exercise tact and courtesy in explaining and enforcing state laws and local ordinances pertaining to animal protection and to diffuse hostile situations and calm irate residents.
- Must possess basic computer skills.
- Ability to prepare written reports.
- Ability to follow established administrative procedures and standards and exercise proper judgment.
- Ability to exercise tact and diplomacy in potential conflict situations related to the enforcement of animal control standards.
- Ability to remain calm in an emotionally charged atmosphere.
- Ability to handle and care for animals in a humane manner.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective relationships with those contacted in the course of work.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Must lift and/or move up to 100 pounds.
- Work is performed in an office and field environment with exposure to noises, vibrations, odors, dust and noxious fumes; work in inclement weather conditions.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling for prolonged periods of time.
- Encounters with diseased, injured, or dangerous animals.
- Exposure to chlorine and other types of chemicals related to animal care and enforcement.
- Occasionally exposed to loud noise above 95 decibels given the barking of dogs, and other animal noises in kennel areas and in field settings.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

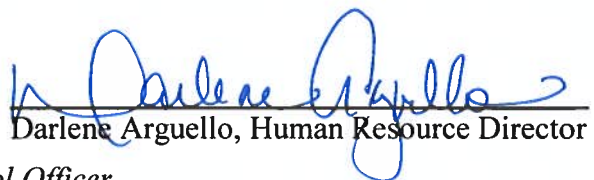
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
Darlene Arguello, Human Resource Director

*Animal Control Officer*  
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