



# CLASS TITLE | SENIOR ANIMAL WELFARE INVESTIGATOR

PAY GRADE: LT-18| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3607

Effective Date : 07/12/2023

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs investigative work over the Animal Control Investigative Unit enforcing City ordinances relating to the control of animals, including researching issues such as animal cruelty, animal bites, abuse, or hoarding, working cooperatively with law enforcement and the community, and complying with laws related to the care and keeping of animals in the City of Tulsa; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Reviews the written reports of animal control investigators and initiates correct investigative measures when needed to ensure compliance with applicable local, state and federal regulations
- Conducts criminal and civil investigations regarding animal related crimes including crime scene investigations and collection of evidence relating to animal ordinance violations and state laws
- Conducts necessary interviews and creates clear and accurate reports and records for use in criminal or civil cases
- Prepares prosecution reports and court affidavits
- Conducts pre-trial witness conferences and prepares documents, photographs, and other visual aids for courtroom presentation
- May have to testify in court proceedings and Department of Health hearings related to duties performed
- Acts as Animal Welfare's liaison with City Prosecutor, District Attorney and courts
- Draft, secure and execute administrative warrants for animal impoundment, when necessary, seizing animals to be impounded by court order and ensuring proper disposition
- Provides prompt, courteous service to customers inquiring about applicable laws, shelter policies and programs.
- Perform duties as assigned of Animal Control Officers, when necessary, and participates in shelter operational duties such as cleaning, animal care, and customer service
- Represents Tulsa Animal Welfare in a respectful and courteous manner
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED): **and,**
- (b) Five (5) years of increasingly responsible animal control work; **including,**
- (c) One (1) year experience as a field training officer or performing investigations, **and;**

## Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of City animal ordinances and applicable state and federal laws regarding animals and animal establishments
- Violations
- Considerable knowledge of the methods of animal cruelty investigations
- Good knowledge of the safety requirements of the work



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- Some knowledge of the geography of the City
- Photography and investigative techniques
- Animal health, breed behavior and identification

Ability to:

- Make effective and quick decisions in complex or emergency situations
- Effectively communicate both verbally and in writing
- Analyze and resolve problems
- Ability to handle and care for domestic, exotic, and wild animals
- Prepare various reports
- Possess and maintain a valid driver's license with good driving record
- Communicate effectively, courteously, and professionally with a variety of individuals representing the public, elected officials, board members, volunteers, donors, and coworkers
- Work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Be flexible, detail-oriented, and able to prioritize
- Passionate about the TAW mission, and for caring for all animals regardless of age, breed, temperament, or species, and supporting and educating members of the public, free of judgment or bias
- Ability to work on-call nights and weekends.

Skill in:

- Excellent interpersonal skills with a customer service orientation

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, running, standing, sitting, reaching, bending, handling, smelling, twisting, reaching with hands and arms, crouching or crawling, lifting a repetitive motions; and vision, speech, and hearing sufficient to perform the essential tasks. Work regularly requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, including urine, blood, and feces, and exposure to outdoor weather conditions, and exposure to bloodborne pathogens; work is generally in a loud noise location.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) Obtain certification from Association of Certified Cruelty Investigators or similar professional training within one (1) year of date of hire

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and high noises.

**EEO Code: N-07**

**Group: Public Safety**

**Series: Public Safety Technical**