



CLASS TITLE | ANIMAL CONTROL OFFICER II

PAY GRADE: LT-17 | www.cityoftulsa.org/pay

Class Code: 3542

Effective Date: 01/24/2024

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of duties involved in the enforcement of City ordinances relating to the control of animals; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Captures and impounds animals which are loose within the city limits
- Administers drugs to the animals
- Serves and issues citations and fines to citizens and institutions for animal violations
- Investigates and resolves complaints from the public
- Fills out reports on complaints, investigations, and activities
- Performs euthanasia and disposes of animals
- Maintains and cares for the animals and the animal shelter facilities
- Appears in court for animal violations and citations issued
- Performs animal education programs
- Performs clerical/dispatch duties
- Operates and maintains a variety of light automotive equipment, including animal control unit
- Reports 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 or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
- (b) Two (2) years of experience relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITIES

Employee will be eligible for a one (1) step increase upon successful completion of six (6) months of satisfactory service **and** completion of National Animal Control Association Level I certification.

Employee will be eligible for an additional one (1) step increase upon successful completion of one (1) year of satisfactory service **and** obtaining Certified Animal Euthanasia Technician license, **and** Oklahoma Bureau of Narcotic and Dangerous Drugs license.

Knowledge, Abilities and Skills:

Good knowledge of:

- The geography of the City of Tulsa
- The care and feeding of animals



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- The methods of evaluating, capturing, and handling animals
- City ordinances, state and federal laws related to animal control and animal crimes
- Safety requirements of the work performed

Ability to:

- Maintain accurate records and reports
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- React quickly and effectively in emergency situations
- Perform work requiring good physical condition
- Conduct thorough investigations related to animal wellbeing, animal bites and violations of local, state and federal animal laws.

Physical Requirements: Physical requirements include frequent standing, walking, and running; frequent lifting up to 60 pounds; frequent carrying up to 10 pounds and occasional carrying up to 60 pounds or more; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, handling, talking, and twisting; occasional kneeling, crawling, feeling, climbing, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession and ability to obtain the following:

- a. Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b. Obtains Level I National Certification for Animal Control Officers from the National Animal Care and Control Association within twelve (12) months of date of hire; **and,**
- c. Obtains Certified Animal Euthanasia Technician license from the Oklahoma Veterinary Board of Medical Examiners within twelve (12) months of date of hire; **and,**
- d. Obtains Controlled Dangerous Substances licenses from Oklahoma Bureau of Narcotics and Dangerous Drugs within three (3) months of completion of Certified Animal Euthanasia Technician license

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, 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: Labor and Trades

Series: Public Safety Technical