

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: CODE ENFORCEMENT AND ANIMAL CONTROL OFFICER
DEPARTMENT: SHERIFF
SUPERVISOR: CAPTAIN
GRADE:
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the Captain, accomplishes the County’s objectives by ensuring protection of public health and safety by enforcing Sierra County animal control and solid waste management ordinances. Completes reports, issues citations, and files criminal complaints when necessary.

ESSENTIAL FUNCTIONS

- Patrols County and collects unwanted or stray animals.
- Collects animals at owners’ request.
- Investigates complaints of bites, nuisance, and abuse.
- Examines validity of pet licenses and issues warnings or summonses to delinquent owners.
- Captures and properly destroys dead animals.
- Quarantines or destroys all animals suspected of being rabid.
- Feeds and waters animals regularly; provides personal care to detained animals.
- Delivers injured animals to veterinarian for medical treatment.
- Cleans and sanitizes enclosures, including kennels and feeding and water bowls; maintains shelter grounds.
- Transports animals to animal shelter on a call-by-call basis.
- Cleans animal control truck and takes vehicle to road department for preventive maintenance.
- Participates in regular meetings as requested.
- Prepares comprehensive and concise verbal and written reports.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

**APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).*

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.

Code Enforcement & Animal Control Officer-Sheriff

- Valid driver’s license is required.

- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state, county and local laws, regulations, and requirements, including animal control ordinances and regulations.
- General animal care and/or veterinarian practice.
- Proper cleaning and sanitizing techniques for animal kennels.
- The county's geography and roads.
- Policies, functions, and responsibilities of Sierra County.
- Modern trends related to the methods and practice of animal control.

SKILL IN:

- The use of standard animal control equipment including catch poles, snares, snake poles/tongs, etc.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Operating various word-processing, spreadsheets, database or industry-related software programs in a Windows environment.
- Animal handling and care, patrolling for lost animals, investigating animal-related complaints, and gathering evidence to support findings.

ABILITY TO:

- Communicate efficiently and effectively both verbally and in writing.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.
- Work independently with minimal supervision and with others.
- Safely capture live, and sometimes dangerous, animals.
- Maintain a professional attitude; and demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an indoor setting with a moderate to loud noise level and outdoors or in a vehicle where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; walk; run; use hands to finger, handle, or feel; reach with hands and arms; communicate effectively; and lift up to 100 pounds. Close vision ability and clarity of vision at long distance are required. Occasional exposure to dust, fumes, airborne particles and/or allergens; high risk / potentially dangerous situations; excessive noise; working with hostile animals; and areas where the use of protective clothing, equipment, devices, or materials is necessary. Position may cause stress and tension and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job, midwest tongs, ketch-all poles, animal handling gloves, snares, live animal traps, bite sticks, snake poles, , , vehicle, telephone, computer, based medical equipment.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***