**CHER-AE HEIGHTS INDIAN COMMUNITY**

**OF THE TRINIDAD RANCHERIA**

Job Description

**Job Title:** Animal Control Officer

**Department:** Tribal Programs

**Reports To:** Tribal Programs Director

**FLSA Status:** Non-Exempt

**Prepared By:** Human Resources

**Prepared Date:**  03/18/11

**SUMMARY:** The Animal Control Officer position at the Trinidad Rancheria is a part time position. The Animal Control Officer meets the needs of the Tribe as a part of the overall mission of safety and security for the area surrounding the facilities and performs related duties to promote compliance with the regulating animal treatment by performing the following duties.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned.

Answer and investigate complaints received from the Community or Tribal Office.

Conducts patrols throughout all three Rancheria areas to watch for stray dogs.

Observes areas of alleged violations of penned or chained dogs, and interviews available witnesses to determine if laws are being violated.

Attempts to contact owner(s) of stray dogs.

Temporarily kennel and care for stray dogs.

Provide transportation to animal shelter if needed.

Removes animals from inhumane conditions and drives vehicle to transport animals to shelter.

Writes reports of activities.

Acts within Animal Control Ordinance.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Competences:** To perform the job successfully an individual should demonstrate the following competencies:

Judgment – Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Quality – Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions; responds to management direction; Takes responsibility for own actions; keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternative plan.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Three to six months related experience and/or training; Or equivalent combination of training and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database software.

**Certificates, Licenses, Regulations:**

Tribal Gaming License

Valid California Driver License and be insurable

**Other Qualifications:**

Ability to deal effectively with animals.

Must pass pre-employment drug test.

Indian Preference.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**