

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Animal Control Officer
Department: Public Safety - Emergency Operations:
Supervisor: Emergency Operations Manager, Tyler Felt
FLSA Status: PT, Non-Exempt
Prepared by: Human Resources, Karen Felt
Prepared Date: 02/19/2026
Approved By: CEO, Jacque Hostler-Carmesin
Approved Date: 02/23/2026

SUMMARY

Under the direct supervision of the Emergency Operations Manager, the Animal Control Officer meets the needs of the Tribe by promoting compliance in regulating safety through animal control and treatment as part of the overall mission of safety and security for the area surrounding the Tribal Office facilities, Seascape Harbor and Pier, and member housing properties of Trinidad, Westhaven, and McKinleyville. The Animal Control Officer performs related duties to promote compliance with Animal Control Ordinances and regulating animal treatment by performing the following duties.

ESSENTIAL DUTIES

- Answers and investigates Animal Control complaints received from the Community or Tribal Office.
- Conducts patrols throughout all Rancheria areas to monitor for Animal Control issues.
- Monitors areas of alleged violations of penned or chained or unchained dogs, and interviews available witnesses to determine if laws are being violated.
- Works with community members to resolve inhumane conditions for family pets, removes animals if necessary and transports to shelter.
- Monitors situations of animal housing to promote and support quality animal care.
- Temporarily kennels and cares for stray animals.
- Attempts to contact owner(s) of stray animals.
- Provides transportation of stray animals to animal shelter when needed.
- Reports sightings of wild animals in distress.
- Writes reports of activities.
- Promotes and provides licensing and registration information through member communication, flyers, newsletter announcements, etc.
- Maintains Public Safety/Animal Control Vehicle to include fueling, cleaning, keeping maintenance logs, etc.

- Supports the enforcement of the Animal Control Ordinance by working in partnership with Tribal government, Public Safety, and the Tribal Court to address violations and facilitate the resolution of citations.
- **Additional Duties may be assigned as necessary for departmental needs.**
- **Supervisory Duties:** This position does not have supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical:** Recognizes complex situations, collects information, as well as researches and collaborates on possible solutions.
- **Problem Solving:** Identifies and addresses problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management:** Collaborates to develop department appropriate projects. Follows through on projects as directed.
- **Judgment:** Makes timely decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, organizes daily schedule.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands. Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality:** Consistently at work and on time, collaborates for best schedule and communicates changes.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to flexible scheduling when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan or possible solutions.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; Develops innovative approaches and ideas.

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.

Required Education and Experience:

- High School Diploma or GED equivalent
- At least three to six months related experience and or training in humane animal care; or equivalent combination of training and experience; or willing to obtain.

Preferred Qualifications:

- Higher education or Certification in Animal Care or Husbandry
- Demonstrated experience working with animals, domestic or stray/wild.
- Experience working with resistant animal owners.
- Familiarity with Animal Cruelty Prevention
- Knowledge of Animal Control regulations
- Experience working with Tribes or Indigenous organizations.

Ability to:

- Read, analyze, and utilize Animal Ordinance information.
- Write reports, create spreadsheets and charts, and or logs.
- Complete and issue citations to animal owners and clearly state Animal Ordinance and care expectations.
- Work effectively with animals.
- Compassionately interact with animals and their owners.
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, customers, and the general public

Other Qualifications

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass Background Investigation
- Must pass a pre-employment drug screen.
- Must be able to travel 10% of the time.
- Indian preference for qualified applicants.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is expected to interact with animals: stray, wild or domestic, that may or may not be cooperative. The employee may occasionally lift and/or move up 50 pounds.

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 will be exposed to wet and/or humid conditions and outside weather conditions, will work in a variety of environments, including remote areas and encounter extreme weather conditions as well as difficult terrains. The employee will regularly use a company vehicle to travel to locations off the main Tribal parcel and will abide by Trinidad Rancheria's Motor Vehicle Operation Policy and CA DMV rules and regulations. The employee should be aware of safety protocols when working in and near water environments, and with hostile animals, and wear appropriate attire or PPE for the circumstance. Employees may encounter upset staff or Tribal members. The noise level in the work environment is usually moderate.

Signature_____

Date_____