

## City of Eufaula Job Description

<b>Job Title:</b>	Animal Control Officer	<b>Department:</b>	Police Department
<b>Location:</b>	Police Department	<b>Position Type:</b>	On-Call Part Time
<b>Position Reports To:</b>	Chief of Police	<b>Positions Supervised:</b>	None
<b>Job Description</b>			
<p><b>Conditions of Employment</b></p> <ul style="list-style-type: none"> <li>• Must be at least 18 years of age.</li> <li>• Subject to a pre-employment criminal background check.</li> <li>• Subject to post offer, pre-employment drug screen.</li> <li>• All employees are required to comply with all provisions of City of Eufaula’s substance abuse policy, including random drug and alcohol testing.</li> <li>• Possession of a valid Oklahoma driver’s license with an acceptable driving record.</li> <li>• Must be able to lift up to 50 pounds with or without assistance.</li> </ul> <p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Respond as needed to animal related calls including loose animals, vicious animals, etc.</li> <li>• Safely capture animals as needed and transport to an animal shelter facility.</li> <li>• Submit animal collection details to City Hall.</li> <li>• Occasional travel is required to attend training and seminars for City purposes.</li> <li>• <b><u>All other duties as necessary.</u></b></li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Must maintain a valid Oklahoma Driver’s License and have a good driving record for the previous three years.</li> <li>• Basic knowledge of computer based operations and software including Microsoft Office and email, as well as printers and copiers.</li> <li>• Ability to learn the applicable laws and ordinances.</li> <li>• Ability to exercise sound judgment in evaluating situations and in making decisions.</li> <li>• Ability to learn the City’s geography.</li> <li>• Must be detail and action oriented, and work well independently and as part of a team.</li> </ul>			
<b>Applicant Printed Name:</b>			
<b>Applicant Signature:</b>		<b>Date:</b>	

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*