



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-001
ADMINISTRATION
LAW ENFORCEMENT
ANIMAL CONTROL OFFICER

Position Title:	Animal Control Officer	Pay Level:	\$15.00/Hourly – \$17.48/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Law Enforcement
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Police Lieutenant/Investigator	Location:	Law Enforcement Dept.

POSITION SUMMARY:

Working with Law Enforcement and Tribal Officials, is responsible for *enforcement* of the Pueblo of Jemez Dog and Cat Control Ordinance. Coordinates with staff from Pueblo of Jemez Injury Prevention and Environmental Health (Public Health) who are responsible for *administrative tasks* in support of the Ordinance.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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.

EDUCATION & EXPERIENCE:

High School Diploma (GED); Three (3) years of animal care or law enforcement background strongly preferred. Animal Control Certification within 1 year of employment.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within four (4) months of date of employment
Satisfactory completion of an approved Animal Control Officers Training Course
Lay Vaccinator Certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

Strength and mobility to work in an outdoor setting, evening and weekend work will be normal in this position and/ on-call. Typical setting of an Animal Control Officer, including operating and prepared with the appropriate safety attire and gear. Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Frequent interaction with the general public.

Work is subject to performance under adverse environmental conditions and exposure to animals.

ESSENTIAL FUNCTIONS:

- Enforces the Pueblo of Jemez Dog and Cat Control Ordinance including issuing citations subject to the civil jurisdiction of the Pueblo of Jemez Tribal Court. Investigates violations of the Ordinance including but not limited to:
 - animals running at large,
 - unprovoked injuries caused by animals,
 - failure to vaccinate,
 - failure to register,
 - breeding of dogs or cats
 - insufficient care of an animal
- Takes the lead in management of animal incidents, coordinating with other team members including Tribal Officials, Injury Prevention, medical, Public Safety, Environmental Health, Indian Health Services, and Tribal Courts, to ensure that all aspects of investigation, communication with animal owner, citations, collaboration with medical personnel, assessment of rabies, and handling of the animal, are completed
- Writes reports and maintains files
- Files citations and reports with courts; testifies in court as needed; follows up on pending court cases
- Patrols assigned areas and monitors for animal control problems
- Responds to complaints regarding animals behaving in a threatening manner or being a nuisance
- Responds in a timely manner to all calls from the public and dispatch to include after hour emergency calls
- Educates tribal members on ordinances and proper care of animals
- Creates reports on animal intakes using computer programs
- Picks up stray and surrendered animals and transports for shelter as appropriate
- Checks on animal traps located in various areas and those issued to residents
- Assists residents in catching their loose dogs and cats
- Maintains inventory and supplies as needed
- Coordinates with POJ animal control team staff and outside resources to provide community education including about the Dog and Cat Control Ordinance, rabies vaccination, animal registration, spay and neuter clinics, and owner responsibilities for dogs and cats
- Promotes activities at public events including rabies clinics and spay & neuter clinics
- Schedules and leads team meetings for management of cases and completion of administrative tasks
- Maintains workspace and equipment to including truck, office, tools and animal cages
- Researches grants and other financial resources to pay for program costs
- Works a flexible schedule as directed
- Attends training and maintains certifications.
- Receives calls from dispatch and drives vehicles in all weather conditions
- Ensures that vehicle is maintained in a safe operating condition by scheduling routine maintenance
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Performs other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

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- Knowledge of biosecurity and prevention of diseases
- Knowledge of applicable federal, state, county and Tribal laws, regulations, and requirements
- Knowledge of animal control methods and techniques
- Knowledge of computer applications related to performing duties of work
- Skill in the use of a variety of animal control methods and techniques
- Excellent verbal and written communication, and skill in speaking to groups
- Towa speaker preferred
- Ability to remain patient in trying situations
- Ability to evaluate situations or information to determine compliance with Dog and Cat Control Ordinance
- Ability to use tranquilizer gun and other equipment as needed
- Ability to exercise independent judgment
- Ability to perform physical demands associated with essential duties which may include physical exertion, sitting, standing, walking and running possibly on uneven surfaces, reaching, carrying up to 50 pounds, pushing, pulling, stoop, squat, crawl, climb, seeing, hearing, and speaking needed to investigate locations and animals and to apprehend animals when needed

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org