

**JOB DESCRIPTION**  
**City of Hot Springs, Arkansas**

|                        |                                    |
|------------------------|------------------------------------|
| <b>TITLE:</b>          | Animal Services Officer            |
| <b>DEPARTMENT:</b>     | Police Department/ Animal Services |
| <b>CLASSIFICATION:</b> | Technician 1                       |
| <b>PAY GRADE:</b>      | 06                                 |
| <b>FLSA:</b>           | Nonexempt                          |

**DESCRIPTION OF WORK**

**General Statement of Duties**

Performs routine to complex field and shelter work relative to animal care and control.

**Supervision Received**

Works under general supervision of an administrative superior.

**Supervision Exercised**

None

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Cares for animals within the shelter, including feeding and watering; assists public in reclaiming, adopting and surrendering animals; maintains shelter in a clean and sanitary condition; maintains cleaning and related supplies and equipment; responds to and provides appropriate remedies for complaints involving animals within the city; may respond to complaints outside the city; captures and transports animals to owner or shelter; disposes of dangerous animals on the scene; issues citations to animal owners in violation of animal control laws; disposes of animals by injection. Remains on call outside normal business hours including nights, weekends and/or holidays; operates a light truck and maintains in a clean and sanitary manner; makes court appearances; handles welfare checks on animals, ensures proper care for any animal on property, reports findings to Coordinator and Lieutenant. Deals with the public in issues of high emotion and stress; uses divisional software system and handles money as needed; performs related work as required. Rotates after hours on-call with three other officers; Friday at 5pm to Friday 8am.

**QUALIFICATIONS**

**Knowledge, Skills & Abilities**

Working knowledge of handling, feeding and caring for animals; working knowledge of common animal diseases and afflictions; working knowledge of general cleaning practices, supplies and equipment; working knowledge of laws and regulations pertaining to animal control; ability to establish and maintain effective working relationships; ability to courteously explain and enforce animal control regulations; ability to understand and carry out complex oral and written instructions; ability to euthanize animals by injection and/or incineration; ability to operate and maintain a light truck.

**Education**

High school graduation or equivalent.

**Experience**

At least one year in animal care and some work involving public contact; custodial experience helpful.

**Substitution**

Any equivalent combination of education and experience.

**Special Requirements**

Must possess a valid driver's license and a clean driving record.

**PHYSICAL DEMANDS**

*(The physical demands described 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.)*

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs or balances; occasionally uses sense of smell or taste; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift up to 100 pounds.

**WORK ENVIRONMENT**

*(The work environment characteristics described 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.)*

The noise level in the work environment is usually moderate; exposed to outdoor weather conditions, wet, humid conditions (non-weather) and extreme cold or heat (non-weather); works near moving mechanical parts and in high precarious places; exposed to toxic or caustic chemicals and fumes or airborne particles; at risk of electrical shock and/or vibration.

**DATE**

April 1990; Reviewed January 1997; Revised April 2000 (Job Audit); Revised April 2003; Revised November 2006 (Job Audit), Updated January 2018; Revised July 2023