

- **General Information**

Job Title: Animal Services Officer II

Location: 3403 West 33rd Street Little Rock, AR, 72204

Base Pay: \$31543.98 - \$41503.80 / Year

Employee Type: Non-Exempt

Required Degree: High School

Manage Others: No

Department: Sanitation/Public Works

Position Control Number: 0446-005

FLSA Status: Non-Exempt, position is eligible for overtime

Safety Sensitive Designation: This position is designated as safety-sensitive.

Random Drug/Alcohol Test: Yes

Opening Date: April 28, 2025

Closing Date: May 11, 2025, at 11:59 PM

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.*

**An Equal Opportunity Employer**

**JOB SUMMARY:** Responsible for the investigation of all complaints of stray animals/disturbances, issuing of warnings and/or citations for violations of the Pulaski County Animal Control Ordinance, and apprehension and impounding of stray animals; responsible for the investigation of suspected animal cruelty, abuse, and neglect and assistance in the enforcement of the animal cruelty law.

**ESSENTIAL JOB FUNCTIONS:**

- Receives calls from the public reporting suspected animal cruelty or abuse.
- Investigates reported animal neglect, cruelty, or abuse cases by field investigation, interviewing of owners and witnesses, and inspection of animals.
- Researches records from public agencies, property records, PAGIS mapping system, etc. to attempt to identify animal ownership as necessary.
- Completes reports summarizing conditions found and determination of abuse; discusses results with the animal owner.
- Confers with supervisor to determine if a case will be submitted to Prosecuting Attorney's Office for prosecution.
- Explains animal cruelty law to the public; explains cases required for domestic animals and livestock.
- Performs follow-up inspections to ensure animal care instructions have been followed.
- Conducts on-site investigations concerning complaints and violations of the Pulaski County Animal Service Ordinance.
- Issues warning and/or citations to citizens for violations of the ordinance.
- Apprehends stray animals or animals who have bitten someone by using a trap or snare pole as needed; uses a tranquilizer gun, if necessary, to subdue the animal.
- Conducts quarantine impoundments and follow-up observation; relays information concerning the status of animals to bite victims and medical staff.
- Completes daily reports for each investigation made describing the location, complaint, and action taken; submits to supervisor.
- Explains the animal control ordinance, animal cruelty statute, and all applicable regulations governing the ownership and care of pets to the public.
- Picks up dead animals utilizing appropriate safety and disposal methods.

- Cleans and inspects vehicles for proper working order on a regular basis.
- Testifies in court when needed concerning animal cruelty cases, citations issued, violations of the ordinance, or other related issues as needed.
- Documents usage of tranquilizer drugs; reports documentation of usage to the provider of chemical capture drugs; maintains usage documentation records and attaches documentation to animal call response report.
- Serves as an animal care technician ensuring the welfare and proper care of animals within the shelter facility; provides food and water and any additional care required.
- Cleans kennels and surrounding work areas within the shelter in accordance with proper disease control requirements; maintains supplies and equipment in a sanitary condition.
- Assists in performing euthanasia of animals in accordance with applicable policies, procedures, and animal control ordinances.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Ensures abused animals receive all necessary medical testing and care to address conditions if resources are available.
- Assists with the maintenance of euthanasia records; completes necessary reports and makes appropriate entries in the logbook.
- Performs other related duties as required.

**PERSONNEL SUPERVISED:** None

**WORKING CONDITIONS:** Duties performed regularly in an outdoor environment with exposure to all types of weather conditions. Duties involve occasional contact with aggressive animals.

#### **MINIMUM QUALIFICATIONS:**

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- - o Considerable knowledge of the Pulaski County ordinance and regulations governing animal control, ownership, and care.

- o Considerable knowledge of the State animal cruelty statute and the corresponding animal care requirements.
- o Considerable knowledge of safe and effective methods of animal apprehension.
- o Considerable knowledge of the signs and symptoms of rabies, abuse, and neglect within domestic animals.
- o Considerable knowledge of safe and effective methods of animal euthanasia.
- o Good knowledge of general care, nutrition, and handling of a variety of animals.
- o Good knowledge of street and road locations within the boundaries of Pulaski County.
- o Ability to deal tactfully and effectively with pet owners, shelter staff, and the public.
- o Ability to deal safely with dangerous and vicious dogs.
- o Ability to follow safety guidelines and procedures when handling medications and equipment used in tranquilizing and euthanizing animals.
- o Ability to read and interpret State and County statutes, ordinances, and regulations.
- o Ability to prepare written reports reflecting investigative results.
- o Ability to communicate effectively in writing.
- o Ability to identify ordinance and statute violations in the field and determine appropriate action.
- o Ability to attend work regularly and reliably.
- o Skill in the use of a tranquilizer gun.
- o Skill in the use of euthanasia drugs.

#### **PHYSICAL REQUIREMENTS:**

- o Ability to run, walk, stoop, kneel, crouch, or crawl as needed to search for and apprehend animals.

- o Visual acuity is necessary for the location and inspection of animals in the field.
- o Ability to lift and carry loads up to 60 pounds.
- o Ability to hear and speak sufficiently to communicate information in person and by two-way radio.
- o Ability to work in a constant state of alertness and in a safe manner.
- o Ability to concentrate for long periods of time.

### **EDUCATION AND EXPERIENCE:**

Completion of high school or GED equivalency; considerable experience with animal control, animal care, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

### **REQUIREMENTS**

Employment is contingent upon the successful completion of a criminal background check, motor vehicle report, and a pre-employment job-related physical.

In addition to pre-employment checks, employees who operate county vehicles are required to undergo an annual motor vehicle report.

This position is safety-sensitive and is subject to random drug and alcohol testing.

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must possess or be able to obtain State or National Certification as an Animal Control Officer within six (6) months of employment.

Must possess or be able to obtain Chemical Immobilization Certification within one (1) year of employment.

Regular and reliable attendance is an essential function of this position.

### **SUMMARY**

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.