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## Animal Control Officer

### Employer

City of Arkansas City  
118 W Central Ave  
PO Box 778  
Arkansas City, KS 67005  
620-441-4405

### Job Description

**Wage:** \$14.31- \$26.12 /hr

**Job Type:** Full Time

**Department:** Police Department

**Location:**

### GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES

Performs a variety of routine activities, primarily conducting property inspections pertaining to animal control related regulations for compliance with adopted codes to ensure a safe environment for residents and pets. Animal Control Officer focuses on promoting public safety, ensuring animal welfare, and maintaining compliance with local, state, and federal regulations related to animals.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Police Department.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

*Essential functions of the job may include but are not limited to the following:*

- Patrol streets to locate, safely and promptly capture stray animals (dangerous, nuisance, or in danger), and transport to Cowley County Humane Society.

- Response to complaints concerning animal problems or violation of animal control ordinance.
- Remove and appropriately dispose of dead, injured, or dangerous animals from streets and residential premises.
- Maintain contact with Police or other personnel to coordinate investigations.
- Investigate animal bite reports by gathering and documenting information through facts and evidence.
- Appear in court to testify for Animal Control cases as needed and carries out duties in conformance with state, city, county, and federal laws and ordinances.
- Attention and commitment to safety.
- Ability and commitment to work well with others by treating coworkers with dignity, respect, consideration and civility on a regular and consistent basis.
- Availability to report to work on a regular and consistent basis.

#### **NON-ESSENTIAL FUNCTIONS**

- Attendance at training, workshops and seminars.
- Performs other duties as assigned

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

- Working knowledge of codes and ordinances regarding the city's animal population.
- Working knowledge of applicable laws, standards and regulations relating to nuisance and public safety codes regarding animal control.
- Working knowledge of investigations, complaints and resolutions.
- Working knowledge of animal behavior, care, and handling techniques.
- Ability to prepare, organize and maintain field notes and reports.
- Ability to analyze situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Skill in comprehending and articulating facts and relationships and summarizing and writing clearly, concisely and legibly.
- Ability to produce reports, charts, photographs or other evidence for exhibits.
- Ability to communicate effectively orally and in writing.
- Skill in establishing and maintaining effective working relationships with citizens, employees, supervisors and the general public.
- Ability to follow verbal and written instructions.
- Skill in handling stressful situations and effectively dealing with difficult or angry people.

#### **COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES**

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

### *Mission*

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

### *Statement of Organizational Values*

We value Professional Ethics, which includes:

- Honesty
- Compassion
- Fairness
- Confidentiality
- Reliability
- Stewardship of resources
- Respectfulness
- Non-discriminatory behavior
- Professionalism & personal courtesy

We value *Commitment to Citizens through Customer Service*, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value *Commitment to Excellence*, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability
- Teamwork
- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

### **EDUCATION AND EXPERIENCE**

- High school diploma or acceptable equivalent required.
- The discretion of the City Manager.

### **CERTIFICATION(S) AND LICENSE(S)**

- Must possess a valid driver's license with a safe driving record as determined by the employer

### **PRE- EMPLOYMENT TESTING**

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:

- Physical Capacity Profile – Level 3.
- Drug screen
- Alcohol screen
- QuantiFERON (TB Test)
- Blood Type
- Lumbar Spine X-Ray
- Eye Exam
- Dr. Physical
- Personnel Evaluation Profile (PEP)
- Polygraph

### **WORK ENVIRONMENT AND CONDITIONS**

The work environment and conditions described here are encountered in performing the essential functions of this position. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

### **ESSENTIAL PHYSICAL FUNCTIONS**

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. Must meet Level 3 in Department of Labor's Dictionary of Titles – Medium Work exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

### **BENEFITS & APPLICATION INSTRUCTIONS**

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