



The Three Affiliated Tribes **Job Description**

Animal Control Officer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Public Safety Administrator DEPARTMENT: Public Safety SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 404 Frontage Road OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Animal Control Officer is responsible for promoting public safety and animal welfare by enforcing local and state animal regulations. This position responds to calls regarding stray, injured, dangerous, or nuisance animals; conducts investigations into complaints such as neglect, cruelty, and public safety concerns; and ensures the humane capture, transport, and care of animals. The officer educates the community on responsible pet ownership, assists with licensing and compliance, and works closely with shelters, veterinarians, law enforcement, and other agencies. The role requires sound judgment, effective communication, and the ability to perform duties safely and professionally in a variety of environmental and emotional conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Capture, contain, and enforce laws in accordance with the Three Affiliated Tribes Chapter 18 code of laws and the Animal Control and Protection laws (Tribal Code, Title VIII, Chapter 3) which attempt to control stray, vicious and/or depredating animals including dogs, within the boundaries of the Fort Berthold reservation.
2. Transport and control, captured animals to applicable containment facilities.
3. Confining and maintaining captured animals to applicable containment facilities.
4. Catch, control and dispose of when necessary, any kind of animal that is a nuisance and/or threat to public health or safety.
5. Assists in all facets of shelter work, including upkeep kennel, care of animals, kennel feeding and kennel housekeeping.
6. Destroy, in a human manner, confined animals not claimed by owners within requires time period.
7. Must possess knowledge of animal immobilization equipment, techniques and procedures for the operation thereof.
8. Must have working knowledge of Federal, State and Tribal laws and regulations pertaining to animal management and control.
9. Must be willing to take a rabies vaccine or sign a waiver releasing liability from the Tribe.
10. Specifically responsible for carrying out major duties and for exercising various skills and elements of knowledge identified above.
11. Must be able to establish and maintain effective working relationships with Federal, State, and Tribal, Local and other agencies and the general public.
12. The incumbent will assure that proper lawful and human treatment procedures are followed in the capture, immobilization and (when needed) disposal of animals.
13. The incumbent is responsible for the operation, maintenance and repair of all program equipment.



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14. Investigates and follows up on complaints of unwanted or escaped animals or those causing nuisances; captures animals and returns them to owners or removes them to animal custody area.

15. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Delegation**-the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Management skills**-the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of other agencies relating to animal control.
- Ability to perform in stressful situations with consideration of personnel and of animal welfare.
- Knowledge of human capture, restraint, and containment of variety of wild and/or domesticated animals including those, which may exhibit vicious or dangerous tendencies.
- Must possess a working knowledge of effective safety standards and precautions related to oneself as well as for the humane treatment of those animal species involved.
- Must maintain familiarity with related disciplines such as wildlife, animal immobilizations, sufficient to utilize such knowledge in the development, implementation and maintenance of animal control plans.



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Abilities

Demonstrate abilities to write and orally communicate with clarity and effectiveness.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Must be a High School Graduate or GED equivalent **REQUIRED**.
- Possession of valid North Dakota driver's license **REQUIRED**.
- Must be highly motivated, willing to work, and possess a good attitude.
- Must be able to meet, cooperate with, and deal effectively with the general public and have good public relations.
- Must be a mature responsible person who is able to work without constant supervision.
- Must be able to work irregular hours as needed.
- Must be willing to take additional training as required.
- Must have an educational experience background and Animal control management and methodology.
- Must be 21 years of age **REQUIRED**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- Driving vehicle in all types of weather and road conditions
- Potentially working in close proximity to a variety of species, including vicious dogs and/or wild or domesticated animals.
- Principally working outside with exposure to varying weather conditions.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk, use hands and fingers, or operate objects, controls or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell.

Moving objects: exerting up to 50 – 100 pounds of force occasionally and/or up to 20 – 50 pounds of force frequently.

- The duties of the position require moderate to arduous physical exertion involving but not limited to waling, standing, lifting and exposure to extreme weather.
- The incumbent may be required to perform additional hours beyond the assigned tour of duty.
- Incumbent is required to work on occasion during extreme weather conditions.
- Incumbent may also be exposed to dangerous animals, possibly carrying contagious disease; extreme caution must be exercised at all times to limit risk of exposure.
- For the safety of the officer to himself/herself, he or she must, at a minimum be able to perform and exhibit the following physical abilities:



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- A.** Maintaining records of animals caught, claimed by owner (s) and dogs humanely destroyed.
- B.** Assist the Three Affiliated Tribes in recommending policies pertaining to Animal management and control.
- C.** The Officer will keep the Fish and Wildlife Director informed to the status and progress of work.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____