



- A. Graduation from High School or G.E.D.;
- AND
- B. One (1) year of experience working with animals preferred

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Working knowledge of accepted animal control practices and procedures and related functions; animal handling methods; administrative practices. Federal, state and local regulations governing animal control programs; public relations principles, methods, practices and procedures; interpersonal communication methods. Some knowledge of computerized management information system; the political realities and complexities of local government and the interrelationships of various statutory offices.

Ability to operate a personal computer and Microsoft products.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; quickly learn the laws, ordinances and regulations governing animal control; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

4. Working Conditions:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment. Common eye, hand, finger dexterity required to perform essential functions. Ability to listen and work under stress related situations.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>PW Worker</b>
<b>Location:</b>	<b>Animal Control</b>	<b>EEOP Class:</b>	<b>PS Non-Sworn</b>
<b>Group/BU:</b>	<b>Part Time General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1510</b>