



EMPLOYMENT OPPORTUNITIES

Job Title: Animal Control Officer

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-057

Job Type: Full-Time Regular

Department: Tribal Health Department

City: Sacaton, AZ

Location: 5350 N. 48th St.

Area of Interest: Tribal Health

Salary/ Hourly Rate: Range \$17.15 - \$24.95 Hourly

DISTINGUISHING FEATURES OF THE CLASS:

The Animal Control Officer is responsible for public health issues involving domestic animals and the enforcement of the Gila River Indian Community Domestic Animal Ordinance. The Animal Control Officer is responsible for dealing with various aspects of domestic animal issues with the public to ensure the safety, health, and welfare of the Gila River Indian Community.

ESSENTIAL FUNCTIONS:

- Performs routine care, housing, and feeding of impounded animals; Maintain sanitary condition of kennels, trucks, and all equipment used on a daily basis.
- Enforces the Gila River Indian Community Domestic Animal Ordinance and other related ordinances which includes dangerous and vicious animals, neglect, cruelty, excessive noise, quarantines, licenses, vaccination requirements, and bite incidents; write and issue violation warnings and/or citations to individuals found to be in violation of the GRIC Domestic Animal Control Ordinance.
- Investigate animal related complaints (at times under hostile conditions).
- Receive animals brought in by the public for impound; record information to properly identify animals; prepare reports relevant to impounded animals.
- Process appropriate paperwork in the adoption and/or release of animal(s) to new or current animal owners; Input owner's information, animal information, and any related reports/pictures into the program's database system.
- Observe sick, quarantined, and injured animals and reports on their conditions; Prepare lab specimens; Perform animal euthanasia which may include picking up and disposing of dead animals.
- May be required to testify and make required court appearances.
- Assist in the scheduling, set up, and conducting of vaccination clinics; assist in special events, which may involve weekend and evenings as needed.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the Gila River Indian Community.
- Knowledge of animal control methods and techniques.

- Knowledge of basic care and feeding of animals.
- Knowledge of common animal species, breeds, and their habits.
- Knowledge of proper searching, transporting, and use of animal restraint procedures.
- Knowledge of modern office practices and equipment, especially computers and computer software (Microsoft Word, Excel, Outlook).
- Knowledge of the applicable laws and ordinances concerning the care, restraint, and disposition of animals.
- Knowledge of basic treatment and diseases of various animals.
- Skills in the use of a variety of animal control equipment.
- Skill in apprehending, handling, and transporting animals.
- Ability to read, understand, and interpret relevant laws, regulations, procedures, and instructions.
- Ability to work weekends and On-Call (after regular hours) on a rotating basis.
- Ability to understand and follow routine, written and verbal instructions.
- Ability to maintain accurate records and prepare reports.
- Ability to carry and lift animals weighing 50 pounds or more.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED and two (2) years' experience in any one of the following areas: animal control, animal handling, animal shelter, veterinarian hospital/clinic, or animal farm/ranch.

ADDITIONAL REQUIREMENT:

- Must be at least 21 years of age.
- Must be able to lift 50 pounds or more.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**
- Must obtain euthanasia certification within six (6) months from date of hire.

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**