

**ST. TAMMANY PARISH GOVERNMENT
POSITION AVAILABLE**



TITLE: ANIMAL CONTROL OFFICER

DESCRIPTION: Duties are primarily working in the field enforcing laws and ordinances pertaining to animals in St. Tammany Parish. Picking up stray, injured, and dead animals. The ability to deal well with the public. Investigate animal cruelty cases. Issue citations and appear in court as a witness. Concise report writing and fundamental computer skills will be needed. Ability to operate two-way radio. The ability to euthanize animals in accordance with policies and procedures set by the Department of Animal Services. Other duties will include: Assist the public with adoptions, reclaims, and bring-ins. Answering the phones and assisting the front office as needed. This employee will also be required to be "On Call" on a rotational basis, dealing with emergency calls after hours, on weekends, and holidays. This employee will also be required to develop and maintain an effective working relationship with co-workers.

QUALIFICATIONS: Graduate from an accredited High School or successful completion of G.E.D. Successful completion of the first offered Louisiana Certified animal Euthanasia Technician Course at LSU. Possession of a valid Louisiana Drivers License. Working knowledge of office equipment, i.e., typewriter (word processor), adding machine, basic knowledge of Windows 98. The ability to drive a vehicle with trailer. The ability to gain working knowledge of animal control equipment, i.e. traps, nets, control sticks, and tranquilizer guns will be required..

LOCATION: Abita Springs Animal Shelter

MINIMUM SALARY: \$23,380.50/Year

LAST DATE FOR CONSIDERATION: September 14, 2010

The Parish of St. Tammany is an Equal Opportunity-Affirmative Action Employer