



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 028-24

OPENING DATE: 02/29/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Animal Control Officer
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Open Space Sergeant
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: As authorized under the Pueblo of Isleta Law and Order Code to enforce the animal ordinance that pertain to the control, licensing, treatment and husbandry of domestic animals for the purpose of protecting the public safety, private property and animal welfare.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Enforces Tribal animal regulations including, but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including dogs, cats, livestock and fowl.
- Investigate any situation that is a violation of ordinances including animal cruelty cases
- Issues warnings and citations to owners who violate ordinances or laws.
- Files citations and offense reports with courts; testifies in court as needed; follows up on pending court cases.
- Patrols assigned areas and monitors for animal control problems.
- Responds to complaints regarding animals behaving in a threatening manner or being a nuisance.
- Responds in a timely manner to all calls from the public and dispatch to include after hour emergency calls. Follows On- Call Officer call out schedule.

- Educate tribal members on ordinances and proper care of animals.
- Create reports on animal intakes using computer programs, i.e. Microsoft Excel and Access.
- Coordinate with Animal Protection of New Mexico on Cruelty cases.
- Picks up stray and surrendered animals and transport to Valencia County Animal Shelter, Isleta Animal Control facility, or other approved animal control/rescue facility.
- Checks on animal traps located in various areas and those issued to residents.
- Assist residents in catching their loose dogs and cats.
- Maintain inventory and supplies as needed.
- Coordinates with IHS, Recreation Center and local Schools on community rabies vaccination events and Bit/Safety Awareness.
- Designs and post fliers and posters for public events including rabies clinics and animal cruelty awards.
- Maintains a clean workspace and equipment to including truck, office, tools and animal cages.
- Ability to operate designated Animal Control vehicle in all weather conditions.
- Schedules routine vehicle maintenance.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must obtain Animal Control Officer Certification within one year of employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Biosecurity and prevention of Diseases.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of animal control methods and techniques.
- Skill in the use of a variety of animal control methods and techniques.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to be tribally commissioned.
- Ability to evaluate situations or information to determine compliance with the Pueblo of Isleta Law and Order Code as well as Isleta Police Department Policies and Procedures.
- Ability to use tranquilizer gun.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

- Ability to be on call 24 hours a day, 7 days a week, 365 days a year in the event of emergencies, disasters, or traditional activities.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires ability to lift 50 lbs.

WORK ENVIRONMENT:

- Work is generally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required for patrolling assigned areas.
- Frequent interaction with the public.
- Evening and weekend work required as well as On-Call Officer scheduling.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.