

## **PART-TIME ANIMAL CONTROL OFFICER – 20 HOURS PER WEEK MAX - \$12.00 PER HOUR**

Do you like animals? Would you like to help make a difference for the animals in Monett?

Monett Police Department is looking for an Assistant Animal Control Officer to help at the pound working weekends 3-6 hours plus training time during the week for a maximum of 20 hours. This person would also be needed to cover the pound during vacation for the primary Animal Control Officer. Our ideal candidate is a good team player, a self-starter, good communicator, with experience and knowledge of variety of animals.

### **You must be able to:**

Work weekends and some weekdays

Keep the shelter clean and usable

Work in the heat/cold plus with water and cleaning products

Impounds animals or redeems animals to their owners and keeps accurate records of each.

Writes reports of impoundment activities and other activities.

Collects fees and turns the money over to the city collector keeping an accurate accounting of all funds.

Seeks care for injured or sick animals, as necessary.

Serve as a liaison officer within the community responding to public concerns.

Deal effectively and courteously with fellow employees and the general public

Other duties as assigned.

Understand and follow oral and written instructions.

Handle a large volume of public contact, including difficult situations, in a pleasant and efficient manner.

### **Physical Requirements:**

Required high levels of sitting, standing, walking, running, squatting, lifting, bending twisting, and kneeling; requires manual dexterity sufficient to operate essential job-related equipment, must be sighted, hearing and mobile to such a degree as not to compromise safety rules or the safety of self and others while working. Reaching to both ground level and overhead is required for tasks such as retrieving files; lifts and carries up to 60 pounds; pushes and pulls up to 60 pounds; holds and grips objects; Must possess manual dexterity necessary to operate a computer keyboard; Must possess strength and skill needed to control large animals; Must be able to maintain and demonstrate the ability to use animal control tools, tranquilizer gun and traps.

### **Working Environment:**

Performs most work outside in all weather conditions.

Perform heavy cleaning of the indoor and outdoor areas of the animal shelter.

Performs prolonged walking or standing.

### **Education, Experience, Training**

Completed High School Diploma or equivalent

Must be 21 years of age, U.S. citizen.

Non-Convicted felon.

Completion of accredited animal control officer training within one year of employment.

### **Licensing/Certification:**

Must possess a valid Missouri operator's license.

You may pick up an application at the Monett Police Department or go to the City of Monett website <https://www.cityofmonett.com> and print out an application there. All applications must be turned in to the Monett Police Department by October 15, 2020