



**Post Date:** March 11, 2013  
**Removal Date:** April 2, 2013

## CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Animal Control Officer  
**DEPARTMENT:** Police Department  
**HOURS:** 40 Hours per Week  
**PAY GRADE:** 6 - 0 (Schedule 2080) \$ 8.70 per hour

**DUTIES:** This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier.

An employee of this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances with departmental rules and regulations and consists of routine patrol answering call from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and **MUST** be insurable by the City's insurance company.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from a high school or acceptable equivalent and four (4) years of related experience.

*(Job description with minimum requirements attached.)*

**REQUIRED DOCUMENTS:** Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required. (Please submit with application)

**INTERNAL APPLICANTS:** Please contact Veneice A. Barnett, HR Generalist at Gautier City Hall.

**EXTERNAL APPLICANTS:** Application packets are available at Gautier City Hall located at 3330 Highway 90, Gautier, MS 39553 or download an application online at [www.gautier-ms.gov](http://www.gautier-ms.gov).

XC: Administration Department  
Civil Service Commission (8)  
Clearwater Solutions, LLC  
Economic Development Department  
Fire Department (3)  
Police Department  
Coast TV  
[www.gautier-ms.gov](http://www.gautier-ms.gov)

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

## **ANIMAL CONTROL OFFICER (ACO)**

Pay Grade: 06 (Schedule 2080)  
Civil Service Class Designation: Non-Competitive

### **NATURE OF WORK**

This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier. This position operates under the supervision of the Code Enforcement Officer in the Neighborhood Services Division of the Economic Development/Planning Department. General code enforcement duties shall be assigned as necessary.

An employee in this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances governing animals. Work is performed in accordance with departmental rules and regulations and consists of routine patrol answering call from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Answers call and complaints involving animals running at large.

Contacts owners of dogs and other animals running at large and has them confined or places them in the Jackson County animal shelter.

Makes arrangement to confine any animal suspected to be rabid.

Responds to all major calls concerning animals.

Appears in municipal court to present evidence and testify against persons accused of violation of City ordinance.

Prepares reports on animal control activities.

Drives a light duty truck when performing patrol functions.

Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the geography of the City of Gautier or the ability to acquire this knowledge rapidly.

Thorough knowledge of the principles and skills used to capture a variety of animals.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to understand and carry out oral and written instructions.

Ability to deal with citizens to elicit their support for the animal control policies of the City.

Ability to analyze situations and to adopt quick, effective and reasonable course of action.

Ability to understand and follow oral and written instructions.

Ability to express ideas effectively, orally and in writing.

Ability to prepare clear and comprehensive reports in writing of activities.

Ability to establish and maintain effective working relations as necessitated by work assignments.

## **ANIMAL CONTROL OFFICER (ACO)**

Physical condition adequate to perform activities such as running, jumping, throwing, and other such physical actions which may be necessary to catch and control animals.

Ability to read, comprehend, and explain City ordinances especially as they relate to animal control.

Skill in the operation and care of a light duty truck.

Ability to react to change productively, and to handle other tasks as assigned.

Must have and maintain a valid Mississippi vehicle operator's license.

### **WORK ENVIRONMENT**

Ability to work a flexible and adaptable schedule, including evenings, weekends, and holidays, as well as a rotating "on call" schedule. Work is predominantly performed outdoors, driving, and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents; disinfectants; and sewage. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. (Vaccinations will be offered.)

### **PHYSICAL DEMANDS**

Constant lifting and carrying of objects weighing up to 10 pounds and occasionally up to 100 pounds with maximum distance of five (5) feet. Frequent standing and walking; sufficient stamina to exert physical effort to restrain animals for a substantial period

Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Hearing is required to perceive information at normal spoken word levels.

Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school or acceptable equivalent and four (4) years of related experience.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

## Screening Schedule

### **ANIMAL CONTROL OFFICER (ACO)** **(Police Department)**

Advertise ..... March 11, 2013 – April 2, 2013

Post ..... March 11, 2013

Cut-Off Date ..... April 2, 2013

Eligibility List Compiled ..... April 3, 2013  
**Applicant to Call (228) 497-2539 2:00 p.m. – 4:00 p.m. for Eligibility Determination**

Civil Service Receives Eligibility Listing ..... April 11, 2013

Interviews ..... To be scheduled at a later date