



Post Date: April 4, 2016
Removal Date: May 4, 2016

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Animal Control/Code Enforcement Officer

DEPARTMENT: Economic Development Department

HOURS: 40 Hours per Week

PAY GRADE: Grade 9 \$24,111.36 - \$27,534.68

DUTIES: 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 Building and Code Inspector in the Building and Zoning Division of the Economic Development/Planning Department. General code enforcement duties shall be assigned as necessary.

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 two (2) years of related experience.

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 State of Mississippi; proof of voter registration is required. (Please submit these documents with application)

INTERNAL APPLICANTS: Please contact Lekeisha Hill, HR Generalist at Gautier City Hall.

EXTERNAL APPLICANTS: N/A

SEE PAGE 3 OF THIS DOCUMENT FOR INSTRUCTIONS ON HOW TO APPLY

APPROVED by: _____

DATE: _____

XC: City Hall East
City Hall West
Civil Service Commission (3)
Fire Department
Police Department

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.

Post Date: April 4, 2016
Removal Date: May 4, 2016

Screening Schedule

ANIMAL CONTROL/CODE ENFORCEMENT OFFICER (Economic Development Department)

Advertise April 4 – May 4, 2016
Post April 4, 2016
Cut-Off Date May 4, 2016
Eligibility List Compiled May 5, 2016
Applicant to Call (228) 497-8000, ext. 308 after 2:00 p.m.. for Eligibility Determination
Civil Service Receives Eligibility Listing May 12, 2016
Interviews To be scheduled at a later date

City of Gautier

Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.8000 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

EMPLOYMENT APPLICATION PROCESS

ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

All persons interested in employment with the City of Gautier must submit a current application to the Office of Human Resources in order to be considered. An eligible applicant's application shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information. Applications are only accepted during the approved posting period of a vacant position.

Instructions:

- Complete and sign all sections on your application. It is imperative that you take your time and fill out the application legibly and completely; and attain and submit all required documents. An incomplete application without the required documents **WILL NOT** be considered for employment.
- A resume' will be accepted, but must be accompanied by a completed and signed application and all required documents.
- Employment applications and required documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday by the closing date of the position being applied for at:

*City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000, Fax: (228) 497-8028
Email: hr@gautier-ms.gov*

All Applicants **MUST** meet the minimum following requirements:

- Applications received after the closing date **will not** be considered.
- Applicant must be a United States citizen.
- Applicant must meet any minimum age requirements listed in the job description
- Applicant must provide proof of a high school diploma or GED equivalent. (attach a copy to your application)
- Applicant must be an elector of the county in which he/she resides. Out of state applicants must provide proof of voter registration. (attach a copy to your application)
- Applicant must have a valid driver's license (driver's license number and state must be listed on the application)
- Police and Fire candidates must perform and successfully complete a physical agility test. (The pre-employment agility test release in the application packet must be signed, notarized and submitted with your application and other required documents.)
- Police, Fire and some Administrative positions will also be required to take and pass a written examination.
- Applicant must meet any other educational requirements listed in the job description and must provide proof of a college degree or transcript verifying course work if it is listed as a requirement.
- Applicant must provide proof of prior experience if listed as a requirement in the job description. A **Verification of Prior Experience** form in the application packet must be submitted to your prior employer for experience verification. Your prior employer will complete this form on your behalf verifying your prior work experience and will forward it to us at the Office of Human Resources for the City of Gautier.

These required documents **MUST** be submitted with the application. Applications without these documents will not be considered for employment.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, 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.

DEADLINE FOR APPLICATIONS AND DOCUMENTS: May 4, 2016 @ 5:00 pm

ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Department:	Economic Development/Planning Department	Pay Grade:	09 (Schedule 2080)
Reports To:	Building and Code Inspector	Exempt (Y/N):	N
Competitive (Y/N):	N		

SUMMARY:

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 Building and Code Inspector in the Building and Zoning 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 calls 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(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 Code Enforcement 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.
- 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 related to animal control and code violations.
- 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.

City Manager _____

Date _____

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 REQUIRED EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent and two (2) 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.

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553 * TEL: 228-497-8000 * FAX: 228-497-8000

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)	Date of Application	
Last Name	First Name	Middle Name
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)		
Daytime Phone #: _____		Evening Phone #: _____
Email (if checked daily):		
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:		
Are you a United States citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES License #:		State:
Commercial –Class:		
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES		
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>		
<i>If Yes, please explain.</i>		
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If Yes, please describe.		
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If yes, please give name(s) and relationship(s).		

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Screening Schedule Received _____

Application Received by: _____ Date/Time _____



City of Gautier
 Office of Human Resources
 3330 Highway 90 • Gautier, MS 39553
 228.497.8000/ (Fax) 228.497.8028
 Email: hr@gautier-ms.gov

VERIFICATION OF PREVIOUS ANIMAL CONTROL/CODE ENFORCEMENT WORK EXPERIENCE

DATE: _____ TO: _____ COMPANY: _____ ADDRESS: _____ _____	POSITION APPLIED FOR: _____ FROM: _____ (Applicant Name) PREVIOUS NAME: <i>(If applicable)</i> _____ _____	
I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.		
_____ Applicant Signature	_____ Social Security Number	_____ Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Human Resources Department
 3330 Highway 90
 Gautier, MS 39553
 Fax: (228) 497-8028

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____
 (Print Name)

Title: _____

Signature: _____

Date Completed: _____

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any authorized representative of the City of Gautier bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, military, educational (including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records), and law enforcement records (including, but not limited to, any record of charge, prosecution or conviction for criminal or civil offenses).

I hereby direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Gautier for the purpose of a pre-employment background check.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, law enforcement agency, or criminal justice agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am furnishing my personal information on a voluntary basis with the understanding such is not required by Federal statute or regulation. I understand that the City of Gautier will utilize this information only to facilitate the location of the above mentioned records concerning me with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____
(Type or Print – including maiden or any previously used name)

Signature: _____ Date: _____

Date of Birth: _____ SSN (Optional): _____

Current Address: _____

Telephone Number: _____