



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Animal Control Officer**
SUPERVISOR: Chief Conservation Law Enforcement Officer
LOCATION: LDF Conservation Law Enforcement
POST DATE: **July 1, 2026**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of the Animal Control Officer is to enforce the provisions of Tribal Code Chapter 50: Animal Control Ordinance. Specific duties include but are not limited to handling animals for the purpose of investigations involving mistreatment, neglect, cruelty, abandonment, or dangerous and unattended animals, as well as protecting public safety and animal welfare within the community.

Qualifications: High School Diploma or equivalent is required. Experience working with animal in shelter, veterinary, or wildlife setting, as well as experience in law enforcement, security, or customer service preferred. Must have a valid Wisconsin Driver's license and be insurable. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

Salary: \$18.00-\$20.00/hr. depending on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Animal Control Officer

B. DEPARTMENT: LDF Conservation Law Enforcement Program

C. SUPERVISOR'S TITLE: Tribal Conservation Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of the Animal Control Officer is to enforce the provisions of Tribal Code Chapter 50: Animal Control Ordinance. Specific responsibilities include but are not limited to:

1. Seize and transport for impounded animals found in violation of this ordinance.
2. Issue citations to owners for violations of this ordinance.
3. Inform the public of the importance of proper animal control and of getting their pets tagged and vaccinated.
4. Upon agreement with the Town, enforce the Town Animal Control Ordinance.
5. Release animals to owner if the owner presents evidence that the animal is licensed with the Town or Tribe and that the animal is vaccinated against rabies.
6. Report activities of the Animal Control Program to the Animal Control Advisory Board and Conservation Code Committee on a quarterly basis.
7. Organize and assist with rabies vaccination clinics, Pets for Life clinics, microchipping events, and other outreach activities.
8. Perform microchipping services and maintain related records in accordance with program procedures and applicable regulations.
9. Obtain and maintain required certifications and training, including lay vaccination certification, and administer vaccinations as authorized under applicable Tribal, State, and program requirements.
10. Provide public education regarding animal control laws, licensing, and vaccination requirements, responsible pet ownership, animal care, and available community services.
11. Patrol the community to search for stray, sick, injured, or deceased animals and provide services as needed, capture and remove stray, uncontrolled and/or nuisance animals within the community and transporting to approved holding facilities.
12. Investigate animal bites, attacks, cruelty, neglect, and other animal related complaints by interviewing witnesses, collecting evidence, issuing warnings or citations, preparing reports, and coordinating enforcement or legal action when necessary, including rabies quarantines, and order necessary quarantines for rabies observation.
13. Prepare and maintain reports, case files, impoundment records, animal disposition records, and documentation required for prosecutions or legal proceedings.
14. Provide humane care for animals in custody, including food, water, exercise, medical attention, injury documentation, and coordination of veterinary treatment.
15. Contact animal owners regarding impounded animals and coordinate with partner agencies for the transport, rehoming, adoption, or disposition of unclaimed animals.
16. Euthanize rabid, unclaimed, or severely injured animals in accordance with applicable laws, regulations, and humane standards.

17. Inspect animal licenses, and facilities housing animals for compliance with Tribal, State, and local animal control regulations.
18. Maintain and clean animal holding facilities, kennels, vehicles, traps, and related equipment used in animal control operations.
19. Work cooperatively with Tribal departments, governmental agencies, partner organizations, and community programs, including collaboration and referrals through Pets for Life Program.
20. Maintain knowledge of and work in compliance with applicable Tribal, State, and local animal control laws and regulations.
21. Perform other duties and tasks as assigned or deemed necessary by the Manager, including providing support to other Tribal Natural Resource programs and related animal welfare initiatives.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with Conservation law staff and Tribal Law Enforcement, and Tribal Natural Resource staff.
2. **External:** Contact with the public, local animal facilities, and other external partners.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Works independently with supervision and direction from Chief Conservation Law Enforcement Officer, and indirectly to the Natural Resource Director.

H. EDUCATION: High School diploma or equivalent is required.

I. EXPERIENCE: Experience working with animals in a shelter, veterinary, or wildlife setting, as well as experience in law enforcement, security, or customer service preferred.

J. SKILLS:

1. Must be in good physical condition to perform the assigned duties.
2. Must be able ready to safely handle frightened or aggressive animals.
3. Must have a telephone and be available to work when needed in emergency situations day or night. Must be available to be “on call” for emergency situations on some nights, weekends, and holidays.
4. Must be adept in public relations, communicate effectively with the public, deal fairly and courteously with people in the field.
5. Must be able to effectively submit written and typed reports and when necessary testify in court proceedings.
6. Must have and maintain a valid WI Drivers license and be insurable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in office setting, along with working outdoors in all weather conditions.

- 2. Exposure to Hazards:** Exposure to persons or animal situations that may be undesirable.
- 3. Physical Requirements:** Performs routine tasks that require a capacity to intermittently sit, stand, walk, bend and occasionally lift heavy objects. Must be able to bend, stretch, and climb under or over obstacles to get to animal in need of help. Substantial amount of strength may be required to assist or subdue unruly animals.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Animal Control Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**