



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Animal Control Officer**
SUPERVISOR: **Tribal Conservation Manager**
LOCATION: **LDF Conservation Law Enforcement**
POST DATE: **June 10, 2022**
CLOSING DATE: **June 24, 2022**

General Description: The primary responsibility of this position is to handle animals for the purpose of investigations of mistreatment or control of abandoned, dangerous or unattended animals.

Qualifications: High School Diploma or equivalent is required, experience working in law enforcement field preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$17.00/hr.

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 handle animals for the purpose of investigations of mistreatment or control of abandoned, dangerous, or unattended animals. Specific duties include but are not limited to:

- Inform the public of the importance of proper animal control and having their pets vaccinated/spayed.
- Organize and assist with the operation of a rabies vaccination clinic.
- Responsible for picking up stray and/or nuisance animals within the community and transporting to approved holding facilities. This includes disposing of seriously injured or dead animals in a humane manner.
- Responsible for the investigation of alleged animal bites to people complaints, and order necessary quarantines for rabies observation.
- Become familiar with and work in conformance with State and Tribal Animal Control regulations.
- Work cooperatively with other governmental agencies that he/she may come in contact with.

- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or other trapping devices, as necessary.
- Supply animals with food, water, and personal care.
- Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Prepare for prosecutions related to animal treatment, and give evidence in court.
- Examine animals for injuries or malnutrition, and arrange for any necessary medical treatment.
- Contact animal owners to inform them that their pets are at animal holding facilities.
- Educate the public about animal welfare, and animal control laws and regulations.
- Clean facilities and equipment such as dog pens and animal control trucks.
- Remove captured animals from animal-control service vehicles and place animals in shelter cages or other enclosures.
- Issue warnings or citations in connection with animal-related offenses, or contact police to report violations and request arrests.

- Examine animal licenses, and inspect establishments housing animals for compliance with laws.
- Euthanize rabid, unclaimed, or severely injured animals.
- Answer inquiries from the public concerning animal control operations.
- Organize the adoption of unclaimed animals.
- Other tasks deemed necessary by the Manager.

E. POSITION RELATIONSHIPS:

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

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Works independently with supervision and direction from Conservation Law Manager.

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

I. EXPERIENCE: Experience working in law enforcement field preferred.

J. SKILLS:

- Must be in good physical condition to perform the assigned duties.
- Must have a telephone and be available to work when needed in emergency situations day or night.
- Must be adept in public relations, communicate effectively with the public, deal fairly and courteously with people in the field.
- Must be able to effectively submit written reports and if necessary testify in court proceedings.
- Must have a valid Wisconsin driver's license and proof of insurance.
- Must maintain a good driving record.

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. Substantial amount of strength may be required to assist or subdue unruly animals,

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.

L. 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 and pass a drug test prior to commencing employment and random thereafter. Must pass a background check applicable to the job description.

M. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

HR Director **Date**