

**CITY OF WINDSOR**  
**ANIMAL CONTROL OFFICER**  
**JOB DESCRIPTION**

**SUPERVISION:**

Work is performed under the general supervision of the Mayor enforcing city animal control ordinances.

**WORK PERFORMED:**

1. Patrols city in assigned animal rescue truck to capture and impound or pick up unlicensed, stray, unwanted, uncontrolled, vicious, or dead animals. Issues warnings and summonses to owners of animals in violation of ordinances.
2. Receives, investigates, and resolves public inquiries and complaints regarding stray and/or uncontrolled animals. Assists in public information activities, projects, and programs.
3. Investigates animal bite cases and establishes the identity of the victim, the cause of injury, the owner of the suspected animal, and other pertinent information. Quarantines and observes potentially rabid animals.
4. Prepares rabies specimens for transport to State rabies laboratory for analysis. Maintains close contact with rabies victims, owners of rabid animals, and State authorities, relaying information, and instructions to appropriate parties.
5. Testifies in court as needed. Maintains files of city licensed animals.
6. Completes associated forms and records as well as monthly summaries of daily reports. Works in an on-call status requiring a professional response within 30 minutes, 24 hours a day, and 7 days a week, as assigned. Performs related duties as needed or assigned.

**QUALIFICATIONS:**

1. Knowledge of City geography and street locations.
2. Ability to comprehend, interpret, and enforce City ordinances regarding animal control; enforce regulations with firmness, tact, and diplomacy; deal tactfully and courteously with the public under often stressful conditions.
3. Ability to stand and walk continuously during shift; must be able to repetitively bend over and squat; lift and carry up to 70 pounds and able to reach and lift 30 pounds over head; run short distances, up to 50 yards, without overexerting.
4. Ability to maintain records and prepare reports. Ability to communicate effectively both orally and in writing. Ability to use personal computer and standard PC based applications.
5. Ability to work in an on-call status and be prepared to respond within 30 minutes, 24 hours a day, 7 days a week as assigned. Possess a valid Missouri driver's license and an excellent driving record.

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Employee

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Date