

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-74**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Animal Control Officer
OPENING DATE: November 13, 2015
CLOSING DATE: December 4, 2015
DEPARTMENT: Public Safety/Law Enforcement Program
SALARY RANGE: NE-7; \$23,525 - \$35,277

Position Summary:

Under direct supervision of the Administrative Lieutenant, ensures protection of public health and safety by enforcing the Pueblo of Laguna's Animal Control Ordinance. Maintains the animal shelter in a clean and safe manner. Consistently applies Core Values supporting Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Patrols villages and collects unwanted or stray animals.
- Picks up animals at owners request.
- Investigates complaints of bites, nuisance, and abuse.
- Examines validity of pet licenses and issues warnings or summonses to delinquent owners.
- Captures and properly destroys dead animals.
- Quarantines or destroys all animals suspected of being rabid.
- Provides personal care to detained animals by feeding and watering animals regularly, cleaning and sanitizing shelters/kennels.
- Delivers injured animals to veterinarian for medical treatment.
- Skill in utilizing standard animal control equipment including rifles, snake poles/tongs, tranquilizers, etc.
- Transport animals to animal shelter on a weekly basis.
- Cleans animal control truck and takes vehicle to Pueblo garage for preventive maintenance.
- Conducts rabies clinics, spay/neuter clinics, vaccination clinics, and animal care programs for the public on a regular basis.
- Administers rabies shots.
- Contributes to a team effort and accomplishes related results as required.
- Consistently applies the Pueblo's Core Values to support Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus one year experience in animal care or handling; Associate's degree in animal care or medicine or a related field preferred. An equivalent combination of education and experience may be considered. Must pass Chemical Capture class through the National Animal Control Association. May be required to participate in quarterly Police Physical Efficiency Battery (PEB) Assessment. Fluency in the Laguna language preferred.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

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Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, functions, and structure of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of the Pueblo of Laguna geography, road locations, and reservation boundaries.
- Knowledge of general animal care and/or veterinarian practice.
- Knowledge of proper cleaning and sanitizing techniques for animal kennels.
- Ability to communicate effectively, both verbally and in writing; ability to communicate in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to safely capture live, and sometimes dangerous, animals.
- Ability to work as a team member in a structured working environment.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES