ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Conduct field investigations on all complaints concerning animals, running at large, animal nuisance, dog bites, vicious animals, neglected or abused animals and ensure that the Animal Protection laws, and other relevant legislation is adhered to.

Attempt to make contact at the residence or business to resolve violation; issue and post warning notices, corrective notices, orders to comply, and related documentation; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

Compiles evidence and information to pursue criminal charges when appropriate, prepares written reports on complaints and maintain a filing system of all such reports, obtain and administer search warrants when needed

Maintain working relationship and communication with prosecutor's office, and appear as court witness when required

Builds relationships and collaborates with other law enforcement agencies, representatives from other City departments, local animal organizations, rescues from all over, community groups, community leaders etc.,

Maintain daily, weekly, monthly reports as directed.

Assists in planning, organizing, promoting and implementing agency participation in community events.

Conducts ongoing community outreach with particular emphasis on spay/neuter and general pet wellness

Operates a vehicle in daily duties to transport animals, pick up supplies and conduct community outreach

prepares transport vehicle before and afterwards, clean/sanitize vehicle and crates,

Wears PPE as needed and observers all safety rules and regulations

Assist in providing recommendations for resolution, in daily over all operations and aspects of the job within the department and public.

Attends training as deemed necessary by management and be willing to travel for training

Displays a proper attitude conducive to good relationships and with other personnel and citizens and which fosters trust

Operate computers to enter, process, and enter data for investigations purposes

Participates in supervising the work of community service workers, county inmates, volunteers and fosters

May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms

Maintain medical paperwork and documentation for inspection by state and other agencies.

Ability to do all duties as an officer, shelter assistant, and vet assistant

Complies with all relevant rules and regulations at the federal, state, city, and department level.

Other duties as assigned

Must have excellent communication skills and ability to work independently and with the citizens of Lovington

MINIMUM MANDATORY QUALIFICATIONS

Education: High school diploma or equivalent

Ability to handle animals in safe, humane manner

Ability to cope with stressful situations

Ability to work with the public in a professional manner

Must be able to understand and carry out directives and by extremely safety minded,

Knowledge of occupational hazards and standard safety practices, geographic features and locations within the area served.

Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays

Must be able to travel, sometimes overnight

Ability to work in all outdoor environmental conditions

Ability to work standard office equipment

Possess a high level of customer service at all times.

Ability to obtain euthanasia license and perform euthanasia

Ability to lift large animals with proper techniques

Preferred Qualifications: Bilingual skills in English and Spanish