

Levan Town Animal Control Officer

JOB DESCRIPTION

Under direction from the Town Council and the Animal Control Supervisor, the animal control officer performs labor and technical services to see that the Town is free from animals which create hazards of public health, public safety, or public order; protect animals from mistreatment; and keep the streets and roads cleared of stray animals.

Duties:

- Know and understand Animal Control Ordinances.
- Enforce the Animal Control Ordinances of Levan Town and the State of Utah.
- Respond quickly to emergency calls on a 24 hour basis. Intercede in crisis situations between community members and animals.
- Assist in all facets of shelter work which may include: Care and feeding, proper kennel care and housekeeping of the Town kennel, and euthanasia.
- Pick up and/or impound vicious, injured, problem and stray animals from public and private property.
- Assist with legal action against violators.
- May be required to testify in court.
- Provides for disposition of animals by return to owner after payment, by sale, or use of euthanasia techniques.
- Respond to complaints; Determine presence of violations; Give warnings; Inform violators of code violations; and Issue citations to animal owners in accordance with Town and State ordinances and regulations.
- Insure all complaints are given thorough attention; detect and monitor problem areas.
- Investigate animal bite complaints of suspected rabies; destroy animals when required by state law.
- Communicate effectively, orally and in writing, and perform routine record keeping.
- Maintain and submit accurate reports.
- Have good working relations with town employees, the public, and other law enforcement officials.
- Deal with the public in a pleasant, courteous, and calm manner even in stressful situations.
- Not accept unwanted dogs/puppies for the Town to dispose of. It is the owner's responsibility to handle their unwanted animals, not the Town's.
- Perform other duties as assigned.

Please submit application to the Levan Town office by 12:30 pm Monday April 23rd, 2018. Regular office hours are 8:30 a.m. to 12:30 pm. Monday to Thursday. Applications may be picked up at the town office or found on-line at www.levantown.org For further information, contact our office at 623-1959.

Levan Town reserves the right to reject any or all applications. Levan Town is an equal opportunity employer.