HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE:	**Animal Control Officer I**
DEPARTMENT:	**Emergency Services**
SALARY:	**D.O.E**
CLASS:	**Regular/Full-Time**
OPENING DATE:	**January 12, 2016**
CLOSING DATE:	**Open Until Filled**

POSITION SUMMARY:

Employee is under the supervision of the Supervisory Animal Control Officer/ Chief Animal Control Officer, employee enforce local laws concerning the care and treatment of animals, patrol public and neighborhood areas looking for potential signs of distressed animals, and work directly with citizens concerning animal control issues, educate the public about animal control safety. Officers respond to calls from citizens about stray animals, or suspected animal cruelty or deceased animals. Humanely capture or rescue animals, enforce ordinance with warning or citations to citizens suspected of violation to the ordinance. Humanely euthanize animals in accordance to policy, promote licensing of dogs and cats, assist with canine and feline adoptions.

ESSENTIAL FUNCTIONS:

- Enforce Hualapai Law and Order Ordinance; Code Enforcement of Animal Control
- Clean and maintain kennels and patrol vehicles and maintaining other assigned areas.
- Develop & provide daily reports and incident reports.
- Investigate all citizen complaints of violations
- Issue appropriate citations for violations of the ordinance
- Prepare court process of prosecution/testify in tribal, state and federal court
- Vaccinate and coordinate for spay neuter events
- Licensing of all dogs and cats on the reservation
- Provide public education on the proper care of animals according to the ordinance.
- Assist tribal police or other enforcement officer when citing owners who violate the animal control ordinance.
- Pick up dead animals within the residential areas of the Hualapai Nation
- Provide public and health safety prevention with public relations emphasized
- Employee must successful complete National Animal Control Academy Training
- Other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

- High School Diploma or General Education Diploma (GED).
- Must have a valid Driver's License and be eligible for the tribe's insurance.

- Knowledge of Indian Communities and the ability to work effectively with tribal organization staff, community health services and related agencies.
- Ability to establish and maintain a good relationship with the community.
- Submit to and pass required Local, State, and Federal Background Checks.
- Understand tribal ordinance.
- Must submit to and pass a pre-employment drug/alcohol screening.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities