I. PURPOSE SUMMARY. Under close supervision of the assigned supervisor, is responsible for providing safe humane handling and attentive care of court-held animals at all times and maintains clean and healthy environment for the animals.

II. ESSENTIAL DUTIES.

1. Responsible for thorough cleaning of all animal areas, including inside and outside runs, flooring, dishes, bedding and for proper disposal of waste and other trash around the kennel areas.
2. Responsible for feeding and watering of all animals, providing special diets as directed.
3. Picks up and restocks supplies and food as needed following established procedures.
4. Performs basic grooming, medical treatments as directed, and walking of the animals on leashes following established schedules.
5. Identifies potential medical issues and brings to the immediate attention of the supervisor.
6. Maintains daily maintenance log.
7. Performs repairs to kennel facility and surrounding areas including light carpentry work.
8. Utilizes a County vehicle from the station to and from the facility to perform duties.
9. Completes required paperwork to ensure accurate accountability of all animals impounded.
10. Verifies validity of animal and kennel licenses in accordance with regulations.
11. Provides guidance to employees from other County departments in the correct impoundment of animals involving court orders, required reports, evidences forms, dispositions on animals impounded monitoring those other county employees to insure compliance with regulations.

Duties involving felony investigations:

1. Assist with the preparation and sending of victim case letters on any felony level crimes that are not assigned to a field investigator at the direction and assistance of a CID Supervisor.
2. Assist and/or prepare any evidence for field investigators and/or patrol deputies for cases being sent to the New Mexico State Crime Laboratory or any other entity that processes evidence.
3. May be required to assist with the transportation of evidence to any location for processing.
4. Performs special projects, and activities or related duties as assigned by CID supervision.

Evidence handling:

1. Must be able to keep an accurate accounting of animals impounded using a departmental evidence form.
2. Maintain records showing the final disposition of all animals seized as evidence.
3. Must be able to maintain an accurate chain of custody on all evidence submitted and show that any adjudicated cases are closed in a timely manner.
III. ADDITIONAL DUTIES.

1. Takes documentation of animals, photographs, video tapes to the case agent and/or the District Attorney’s office and secures evidence held at the Court Held Facility.
2. Follows up with veterinarian medical reports, responsible for chain of custody and transportation of animals impounded or seized as evidence in alleged cases.
3. Represents the County in court proceedings related to animal cruelty cases as needed.
4. Completes any and all required paperwork to ensure vicious animals are euthanized as per state statute.
5. Clears weeds and other debris as needed to keep areas safe and neat.
6. Performs and/or assists with animal rescues in disaster situations, such as flooding, fire, or other natural disasters as directed.
7. Assists other departments/ agencies and with public education events related to animal ordinances.
8. Communicates effectively with individuals from various cultural, socio-economic, and educational backgrounds.
9. Performs other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma or equivalent is required.

B. Education/Experience substitution. In accordance with County Policy.

C. Experience. A minimum of six (6) months experience in the care and handling of kennel animals. Knowledge of report writing and court demeanor and protocol preferred.

D. Licenses/Certifications. Valid Class D driver’s license is required. Must maintain an acceptable driving record.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Background Check and driver’s license check.

F. Current New Mexico Law Enforcement Certification or eligibility for New Mexico Law Enforcement Certification by Waiver is preferred, but not required. Current National Animal Control Association Certification is preferred or must be obtained within the first twelve (12) months of hire.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:
- Computers utilizing appropriate software, telephone, fax machine, calculator at an intermediate level.
- Report writing and court demeanor and protocol preferred but not required.
- Knowledge of investigation techniques and animal control regulations and procedures.
- Humane animal handling, care and treatment of animals.
- Behavioral and health characteristics of animals.
- Knowledge of investigation techniques and animal control regulations and procedures.

Skilled in:
- Correctly and humanely applying a variety of animal handling techniques to restrain vicious animals.
- Safely using a variety of tools to clean areas, including hand tools.
• Verbal communication required for interacting with general public and staff, which must be conducted in a courteous and respectful manner at all times.
• Technical level reading, writing, and mathematical calculation skills for case production.
• Two-way radio operations.

Ability to:
• Make sound decisions in accordance with existing law, regulations and policies.
• Accurately and legibly post updates to maintenance log and other written reports.
• Handle sensitive and confidential matters and situations.
• Interpret information accurately and make decisions from a variety of sources accurately.
• Comprehend and make inferences from material written in the English language.
• Organize and coordinate tasks according to established guidelines.
• Develop and maintain effective working relationships with others.
• Handle difficult situations using professionalism and tact.
• Accurately interpret and implement animal control regulations, County ordinances and policies and department standard operating procedures.

2. **FREEDOM TO ACT.** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. **GUIDELINES AND JUDGMENT.** Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes. The employee is expected to keep information about the animals confidential as the animals are court-held evidence.

4. **PHYSICAL DEMANDS.** Moderately heavy physical demands. Approximately 90% of the day is spent at the animal areas moving around within the facility and 10% of the day is spent filling out reports and logs and driving to/from facility to main station. Lifting and moving up to 50 pounds handling supplies, food, water, tools frequently. Frequent bending, stooping and reaching above shoulder height. Some flexibility to structure daily activities between sitting, standing, and walking. Position involves multi-tasking, working extended hours as needed.

5. **WORK ENVIRONMENT.** Essential duties are performed outdoors the majority of the time under various weather conditions. Work surfaces will frequently change from concrete, asphalt, and dry or wet natural ground. Employee is often exposed to foul odors and to loud noise levels. Employee is exposed to dangerous situations and/or vicious animals when cleaning animal areas.

6. **SUPERVISORY RESPONSIBILITY.** Responsible for own work.

IV. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and
procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: ____________________________  __________________________

Employee  Date