



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

November 16, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

ANIMAL SERVICES OFFICER

The Animal Services Officer works under the direction of the Animal Services Supervisor; is responsible for controlling, sheltering and disposing of animals that threaten the health and safety of City residents. Assists the public at the front desk, both in person and on the phone.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Controls City animal problems.
 - 1.1 Picks up stray, sick, injured, dead, and dangerous animals
 - 1.2 Responds to complaints concerning animal problems and animal attacks
 - 1.3 Responds to reports of violations of animal control ordinances and issues citations or warnings
 - 1.4 Prepares case information for court dispositions on various animal problems or violations and testifies
 - 1.5 Provides support for nuisance animal trapping
 - 1.6 Coordinates with external animal control personnel and agencies on shared control problems.
2. Provides assistance to public and their pets.
 - 2.1 Answers and directs shelter incoming telephone calls, emails and other requests for information.
 - 2.2 Assists public with animal adoptions, impounds, etc.
 - 2.3 Assist with animal care services, including registration, microchipping, spay/neutering referrals, etc.
 - 2.4 Provides research assistance to owners of lost animals.
 - 2.5 Assists in communications, social media and community outreach .
3. Operates and maintains City animal shelter.
 - 3.1 Cleans and maintains animal shelter.
 - 3.2 Euthanizes animals when necessary and ensures proper disposal.
 - 3.3 Maintains records relating to shelter, euthanization, licenses, impounds, adoptions, animal pickup and ordinance control.
 - 3.4 Staffs the animal shelter front desk and provides quality customer service to visitors.
 - 3.5 Directs the tasks of volunteers and community service workers assisting at the shelter.
4. Assists law enforcement and code enforcement activities.
 - 4.1 Participates in joint enforcement and problem solving, including Community Resource Unit committee.
 - 4.2 Supports other officers in controlling animals during their operations.
5. Other duties as assigned by Department Director.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and two years of work experience. Preference will be given to applicants with an Associate degree or higher.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of animal capture, care, and disposal techniques.
2. Knowledge of how to apply City laws and ordinances relating to animal control.
3. Skill in proper use of equipment, including euthanasia equipment.
4. Skill in customer service and relating to people in stressful situations.
4. Ability to communicate effectively, both verbally and in writing.
5. Skill in word processing, office machine usage and the operation of personal computers.
5. **Skill in managing various sizes and species of animals in different states, including aggressive behavior and ill health.**
6. Ability to clean and sanitize animal living spaces.
6. **Ability to work a schedule that includes on-call nights, weekends and holidays.**
7. **Ability to work independently and in stressful and dangerous situations.**
8. **Ability to carry and use personal protective gear, including taser and pepper spray.**

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is frequently required to sit and talk or hear, stand and walk. The employee is occasionally required to use hands to operate objects, tools or controls, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE: 17

ANNUAL SALARY RANGE: \$19.44 - 29.40 per hour - Typically hire at minimum

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.com

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND CRIMINAL
BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER