

Position Description

<u>Position Title</u>	
<i>Animal Control Officer</i>	
<u>Pay:</u> <i>\$13.32 - \$19.01</i>	<u>Pay Grade:</u> <i>3</i>
<u>Obligation:</u> <i>Full-Time</i>	<u>FLSA Status:</u> <i>Non-Exempt</i>
<u>Department:</u> <i>Police</i>	<u>Job Group:</u> <i>Animal Control</i>

Job Summary

The Animal Control Officer is responsible for the enforcement of codes related to the ownership and care of domestic animals.

Essential Functions

- Patrols city for and impounds animals at large. Responds to animal-related complaints from the general public
- Removes dead, injured or dangerous animals from city streets and residential premises
- Investigates violations of animal control ordinances
- Follows up on complaints for final dispositions
- Compiles a variety of data regarding animal control; prepares daily reports of activities
- Maintains files and records relative to actions taken
- Maintains effective relationships with community
- Educates the general public through films and presentations as to responsible pet ownership, animal control functions, and animal safety
- Carries out duties in conformance with all federal, state, county, and city laws and ordinances
- Required to work days, evenings, and overnight. Subject to on-call basis for mandatory call-out
- Assists Police and Codes Enforcement Officers as needed
- All other duties as assigned

Knowledge, Abilities and Skills

Knowledge of:

- Animal behavior, health, safety, and capture
- City ordinances and state laws related to animal control and nuisance violations
- Customer service and communication techniques
- Record keeping procedures and forms
- Personal computers and related software

Ability to:

- Perform site investigations of animal cruelty complaints, nuisance complaints
- Respond to complaints and inquiries tactfully, courteously and effectively
- Handle aggressive animals
- Capture, restrain, transport domestic animals, livestock and wildlife
- File and maintain office records for easy retrieval of information
- Issue court summons, write incident reports, appear and testify in court
- Establish and maintain effective working relationships with other employees and the general public
- Read, understand and follow detailed written rules, regulations, procedures and instructions
- Communicate clearly and concisely, orally and in writing
- Operate a personal computer and related software
- Operate general office equipment

Skills in:

- Operating vehicle and animal control equipment safely
- Use of animal immobilization and capture equipment
- Public relations
- Self-motivation
- Writing; including knowledge of grammar, spelling and punctuation

Supervision Received

- The work is performed under the supervision of the Police Department Operations Captain

Supervision Exercised

- None

Minimum Qualifications

- High school diploma or GED equivalency, including or supplemented by courses in typing and clerical procedures
- Valid State of Missouri driver's license
- Must be able to learn proper radio procedures and learn city streets and common locations for minor dispatching functions

Preferred Qualifications

- Six (6) months to one (1) year experience in related field
- NACA Level I and/or ACTS Level I training

Work Environment

- Frequently works and/or is exposed to outside weather conditions, including wet and/or humid conditions, extreme cold, and extreme heat
- Other duties are performed in a general office environment



Human Resources Department
711 Main Street
(816) 847-6290
(816) 847-6202
www.cityofgrainvalley.org

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to listen to voice instructions, and to communicate effectively in person and over the telephone; ability to hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio, etc.) and to hear in the presence of noise
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials at arm's length or less (distinguish letters and numbers) and to see in detail objects or printed material at greater than arms length
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to type, operate computer equipment, write legibly and to handle a variety of records and files
- Sufficient personal mobility, flexibility, stamina, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit for long periods of time, use hands and fingers to operate, handle, or feel objects, tools, or controls; must be able to reach with hands and arms
- Sufficient strength to lift objects over 50 pounds and transport it 15 feet

***Background check, pre-employment drug screen
and physical agility test conducted prior to appointment***

Approved:

Chief of Police

City Administrator

Date

Date

CITY OF GRAIN VALLEY

EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES

711 Main Street
Grain Valley, Missouri 64029
Phone: 816.847.6290
Fax: 816.847.6202
Email: hr@cityofgrainvalley.org
Website: www.cityofgrainvalley.org

NOTICE TO APPLICANTS:

The City of Grain Valley welcomes your employment application. Complete this application carefully and completely. This information will aid in evaluating your qualifications.

All recruitment and selection processes will be conducted in a manner consistent with the City being an equal opportunity employer. The City of Grain Valley will not discriminate against any employee or applicant for employment because of political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law except where there is a bona fide occupational qualification. Furthermore, the City will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics during the recruitment process or any subsequent appointment with the City of Grain Valley.

All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests which includes a drug and alcohol screen. These examinations are used to determine whether applicants are qualified to perform the essential functions of the position applied for with or without reasonable accommodation. Please note that if you are applying to become a police officer with the Grain Valley Police Department, you will be required to pay the \$25 fee for the required National Police Officer Selection Test.

Employment with the City of Grain Valley is employment "at will". Neither this application nor any other personnel form provided to you constitutes an employment contract.

I HAVE READ & UNDERSTAND THE NOTICE TO APPLICANTS PROVIDED BY THE CITY OF GRAIN VALLEY.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Human Resources use only:

Received by: _____ Date: _____



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (11/2013)

Please Print Clearly in Blue or Black Ink

POSITION APPLYING FOR

PERSONAL INFORMATION

Name:	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:	_____		_____
	<i>Street</i>		<i>Apt. Number</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone	_____		
Number:	<i>Home</i>	<i>Business</i>	<i>Cell/Email/Other</i>

Social Security Number:	_____		
Are you lawfully authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever worked for the City of Grain Valley before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, reason for leaving?	_____		

How did you hear about the City of Grain Valley's employment opportunities?			
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Friend	
<input type="checkbox"/> City Web Page		<input type="checkbox"/> Organization/Web Page	
<input type="checkbox"/> City Employee		<input type="checkbox"/> Other	_____
Are You Related to a Current City Employee:	Yes	No	Employee Name: _____
	(please circle one)		

WORK HISTORY (Include paid and volunteer experience for the past ten years)

Most Recent Employer		
Company/Organization: _____	Telephone: _____	
Address: _____ _____	Employed (State Month/Year): From: _____ To: _____	
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Second Most Recent Employer		
Company/Organization: _____	Telephone: _____	
Address: _____ _____	Employed (State Month/Year): From: _____ To: _____	
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

WORK HISTORY (Continued)

Third Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Fourth Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

EDUCATION

<i>School Name & Location</i>	<i>Years Attended</i>	<i>Graduate (Yes/No)</i>	<i>Degree, Diploma, Certificate (Indicate Which)</i>
High School or GED:			
Vocational, Technical School:			
College or University:			
College or University:			
Other (<i>Skilled trade, academy, etc.</i>):			
Please include academic honors, scholarships, fellowships, memberships in professional and honorary societies, etc.			
_____		_____	
_____		_____	
_____		_____	
_____		_____	

TRAINING, LICENSES, CERTIFICATIONS, PROFESSIONAL DEVELOPMENT, VOLUNTEER EXPERIENCE

List any training, development, volunteer experiences, professional licenses, certificates and registrations pertinent to the position for which you are applying. Include computer training, etc.	
_____	_____
_____	_____
_____	_____
_____	_____
Commercial Drivers License (<i>Yes/No</i>): [] Yes [] No	
Number: _____	State: _____

MILITARY

Please complete this section if you have served in the United States Armed Forces	
Branch Service:	Rank at Discharge:
Describe duties: _____ _____	
Special training: _____ _____ _____	

CRIMINAL CONVICTION

Have you ever been convicted as an adult of a crime that has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe in full. Include disposition of the offense. <i>*A record of conviction may not necessarily disqualify an applicant from employment.</i> _____ _____ _____

REFERENCES

List three (3) professionals who can give references of your character, ability and work experience

_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>

APPLICANT CERTIFICATION OF INFORMATION

I hereby certify that all answers and statements contained in this City of Grain Valley employment application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact that are within this document will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

REQUIRED:

Applicant Signature

Date

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

Any information about yourself you provide the City of Grain Valley during the application process will be used to identify you as an applicant, distinguish you from all other applicants, enable us to contact you when additional information is required, send you notices and/or schedule you for interviews, determine whether or not your background check may be a job-related consideration affecting your suitability for the position applied for, and assess your qualification for employment with the City.

If you wish to be considered for employment, you are required to provide the information requested in the Employment Application. If you refuse to supply information requested, it may mean that your application will not be considered.

If you are applying to become a police officer with the Grain Valley Police Department, you will be required to pay the \$25 fee associated with taking the National Police Officer Selection Test.

Your name will not be made available to the public unless you are selected to be a finalist for a position.

Other information about yourself that you provide during the application process or during employment with the City is classified as private under state law, except as public here or as listed in Missouri Statutes. The information may not be provided to members of the public except to:

- Persons authorized to have access to the information under state or federal law
- Person authorized by court order to have access to the information
- Persons to whom you consent in writing to have access to the information
- All individuals in the City who need to know the information

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

Please feel free to keep this informational sheet

SUPPLEMENTAL APPLICATION FORM

Animal Control Officer

*You must complete and return this form to be considered as an applicant
Attach additional pages if necessary*

APPLICANT NAME: _____

1. Do you have a High School diploma or equivalent? Yes No
2. Do you have a valid State of Missouri Driver's License? Yes No
3. Do you have 6 months to one (1) year experience in Animal Control or related field Yes No
4. Do you have NACA Level I and/or ACTS Level I training: Yes No

5. Describe your experience with the following:

a. Animal Control or related field:

b. Animal behavior, health, safety and capture:

c. Operating animal control equipment:

d. Performing investigations of animal cruelty complaints and nuisance complaints:

e. Issuing court summons, writing incident reports, appearing and testifying in court

I certify that all answers to the above questions are true and understand that any false information or omission of information from this supplemental application will be cause for rejection of this application or termination of employment without notice or benefits.

Applicant's Signature

Date



APPLICATION FOR VETERAN'S PREFERENCE POINTS

Subject to the provisions of Missouri Statutes 285.237, preference points are added to the exam results of qualified veterans and spouses of deceased or disabled veterans. The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information; however, veteran's points cannot be awarded without it.

To be eligible for veteran's preference points you must:

- Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while on active duty; or
- Be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who, because of a disability, is not able to qualify; and
- Be a citizen of the United States or a resident alien; and
- NOT be receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

To claim veteran's preference points, you must supply:

- DD214 Form; and
- Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran; and
- Marriage certificate and the veteran's DD214 and FL-802, or the veteran's death certificate if you are the veteran's spouse (if applicable).

If you supply these forms by separate mail, be sure to include your name and the job you are applying for with the City of Grain Valley. **All documents must be received within two (2) days of the job application deadline.**

Are you applying for veteran's bonus points? Yes No

Preference Requested:

Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Position Applying For: _____

Veteran's Name: _____

Period of Active Duty: From _____ to _____ Branch: _____ Service Number: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Documentation to support your application for Veteran's Preference Points is:

Attached Will be Submitted Within Two (2) Business Days of the Job Application Deadline

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

Required Applicant Signature: _____ Date: _____

For City Use Only

5 points 10 points



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (02/2012)

CITY OF GRAIN VALLEY APPLICANT STREAM SURVEY

The information requested below is entirely voluntary. By answering these questions, you will help the City of Grain Valley ensure equal employment opportunity. Your answers will neither affect your job application nor will they be used to illegally discriminate against you or other applicants. This information will be used to check whether our recruitment efforts are reaching all segments of the community and for affirmative action purposes.

Where do you live? City: _____ State: _____

Title of position you are applying for: _____

About Yourself: *(please check one from each category below)*

Gender

- Female
- Male

Age

- 17 or under
- 18 – 39
- 40 or above

Race/Ethnic Group

- African American
- American Indian
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other: _____

Do you have a disability? Yes No

How did you learn of this position?

- | | |
|--|--|
| <input type="checkbox"/> News Source | <input type="checkbox"/> The Examiner |
| <input type="checkbox"/> Walk-In (viewed posting at a City building) | <input type="checkbox"/> Marquee Outside City Hall |
| <input type="checkbox"/> City of Grain Valley Website | <input type="checkbox"/> Cable Television |
| <input type="checkbox"/> City of Grain Valley Employee Name: _____ | |
| <input type="checkbox"/> Other Source Name: _____ | |

Thank you for your time!

*- City of Grain Valley
Human Resources Department*

