

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-15A**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Animal Control Officer
OPENING DATE: April 29, 2022
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Safety / Law Enforcement Program
SALARY RANGE: NE-7; \$24,960 - \$37,440

Position Summary:

Under direct supervision of the Special Operations Lieutenant, ensures protection of the Pueblo of Laguna community's health and safety by enforcing the Pueblo of Laguna's Animal Control Ordinance. Maintains the animal shelter in a clean and safe manner. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Patrols villages and collects unwanted, vicious or stray animals; picks up animals at owner's request.
- Investigates public complaints of animal bites, nuisance, neglect and abuse.
- Enforces animal control ordinances, including issuance of citations when applicable.
- Examines validity of pet licenses and issues warnings or summonses to delinquent owners.
- Captures and properly destroys dead animals.
- Quarantines or destroys all animals suspected of being rabid.
- Feeds and waters detained animals, cleans and sanitizes shelters/kennels.
- Delivers injured animals to veterinarian for medical treatment.
- Transport animals to animal shelter on a weekly basis or as required.
- Cleans animal control truck; arranges for preventive maintenance with tribal garage.
- Conducts regular rabies clinics, spay/neuter clinics, vaccination clinics, and animal care programs for the community. Administers rabies shots.
- Attends relevant training and workshops to maintain/enhance technical knowledge.
- Completes the National Animal Control Association Chemical Capture Class within one year of hire.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. One year of experience in animal care or handling required. Associate's degree in animal care or medicine or a related field preferred. A combination of relevant education and related work experience may be considered. Satisfactory completion of the National Animal Control Association Chemical Capture class preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Animal Control Officer is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace,	

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Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, functions, and structure of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements including the Pueblo’s Animal Control Ordinance.
- Knowledge of the Pueblo of Laguna geography, road locations, and reservation boundaries.
- Knowledge of general animal care and/or veterinarian practice.
- Knowledge, skill, and ability in safe animal capture processes and techniques.
- Knowledge of proper cleaning and sanitizing techniques for animal kennels.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Skill in utilizing standard animal control equipment including rifles, snake poles/tongs, tranquilizers, etc.
- Skill and ability to interpret and apply applicable rules and regulations.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES