

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2023-40**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Animal Control Officer  
**OPENING DATE:** August 9, 2023  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Public Safety / Law Enforcement  
**SALARY RANGE:** NE7; \$24,960 - \$37,440

**Position Summary:**

Under direct supervision of the Special Operations Lieutenant, the Animal Control Officer ensures protection of the Pueblo of Laguna community's health and safety by enforcing the Pueblo's Animal Control Ordinance. 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; issues citations when warranted.
- 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.
- Maintains the animal shelter in safe condition; cleans and sanitizes 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, implants microchips in animals.
- 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. Six (6) months of microchip implant experience 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; must complete within one (1) year of hire. 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,	

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; skill and ability to apply laws to specific situations.
- 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.
- Ability and skill to analyze situations; to adopt appropriate courses of action in emergency situations.
- 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 be persuasive and tactful in controversial situations.
- 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](http://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 [polemployment@pol-nsn.gov](mailto:polemployment@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 Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**