



- Use related animal control equipment and devices.
- Comprehensive use of various computer programs is utilized.
- Maintain a varied work schedule to include overtime, weekends, on-call shifts and staggered start times to accommodate a 24-7 operation.
- Performs related duties as required.

**Technical Skills**

- Must demonstrate knowledge of humane animal collection, practices and use of equipment; the care and feeding of animals; laws and ordinances relating to the picking up and caring for animals; disease recognition and prevention, including awareness of zoonotic diseases
- Must demonstrate knowledge of Chapter 14 of the City of Kansas City's Code of Ordinances and be able to present that knowledge in court.
- Must demonstrate ability to perform routine clerical tasks and report writing/work logs; apprehend dogs and other animals, including those of a vicious nature; operate and maintain assigned vehicles, tools, and other necessary equipment including live traps city geography and map reading; recognition of zoonotic and communicable animal diseases; animal first aid; and provide education to the public on animal rules/ regulations and disease prevention methods.
- Must demonstrate skill in dealing with animal owners and the general public in a tactful, patient, professional and courteous manner.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions and convert units of measure.

**Education and experience**

High school graduation or equivalency

**Certificates/ Licenses/Special Requirements**

- Must possess a valid State –issued driver's license in accordance with the City of KCMO.
- Must possess or be eligible to obtain the required Security Type B License from the Kansas City Police Department.
- Must obtain certification as an Animal Control Officer one through MACA, NACA or an equivalent approved by the Animal Services Division Manager within the first 6 months of appointment.
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as proscribed by the City.
- Must be able to lift 50 pounds to chest height or 100 pounds with assistance, work in hazardous and extreme weather conditions, and handle animals with unknown or aggressive temperaments.

**Supervisory Responsibility**

None

**Supervisory Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

**Revised**

4/73, 12/77, 9/06, 4/12, 4/25