



**PARISH OF CADDO**  
**Department of Human Resources**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED: 03/01/2004*  
*REVISED 01/01/06,01/01/07*

JOB TITLE: Animal Control Investigator

DEPARTMENT: Animal Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$12.22-18.39/ hour

GRADE: 14

Investigates animal cruelty and nuisance reports, conducts permit inspections and issues summonses for violations of the animal control ordinances.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively investigates animal cruelty and nuisance reports.
- Coordinates legal process with Parish, City and District Attorney's offices.
- Properly maintains records and paperwork including summonses, warrants and license records.
- Conducts permit inspections for animal establishments, breeders and circuses, ensuring ordinance compliance.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- 
- Five (5) years experience as an Animal Control Officer or five (5) years of experience in complaint investigation and resolution.
- Must possess a valid Driver's License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 will be required to work in inclement weather be able to lift fifty (50) pounds and assist in lifting one-hundred-fifty (150) pounds.