



**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: 01/04/07  
 Closing Date: 01/11/07  
 Starting Rate: 11.19  
**RE-ISSUED**

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

REVISED: 01/01/2005  
 REVISED: 01/01/06,01/01/07

JOB TITLE: Animal Control Officer

DEPARTMENT: Animal Services

FLSA Status: Non-Exempt

HOURS: Rotating Shift Work

SALARY RANGE: \$11.19-\$16.83 / hour

GRADE: 12

Responds to citizen complaints and apprehends animals in accordance with the animal control code of ordinances for the Parish of Caddo and local municipalities

**DUTIES AND RESPONSIBILITIES**

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

- Responds to citizen complaints and apprehends animals by using traps, nets, catch poles, and other humane methods.
- Thorough understanding and effective application of the animal control code of ordinances.
- Correctly and humanely performs euthanasia procedures.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner.

**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; Minimum of one (1) year experience in an animal related field or other type of law enforcement is preferred.
- Must become certified as a Certified Euthanasia Technician by the Louisiana Board of Veterinary Medicine, attend the Louisiana Animal Control Academy and become a Commissioned ACO within two years of employment
- 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 stand, reach, stoop, kneel and run as required by the job, lift up to fifty (50) pounds, assist with lifting up to one-hundred-fifty (150) pounds and work in inclement weather and temperatures.