



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

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

Approved: 9/1/2003
Revised: 8/5/04; 05/06/05;
01/01/06; 10/26/06,01/01/07

JOB TITLE: Animal Control
 Specialist

DEPARTMENT: Animal Services

FLSA Status: Non - Exempt

HOURS: 8:00 a.m.-5:00 p.m.
 (weekends, holidays and nights)

SALARY RANGE: \$14.86 - \$22.36 / hour

GRADE: 18

Advises and assists citizens with the control and apprehension of domestic and wild nuisance animals, amphibians, and reptiles.

DUTIES AND RESPONSIBILITIES

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

- Responds to all nuisance wildlife and domestic animal complaints from citizens and Animal Control Officers.
- Assist Animal Control Officers and Investigators with animal cruelty, fighting and theft cases.
- Administers chemical immobilization and properly and humanely euthanizes animals.
- Maintains an inventory of traps and other assigned equipment.

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 with three (3) years of experience in the field of wildlife, fisheries, natural history, or animal control.
- Associates Degree in Biology, wildlife management, or related field is preferred.
- Must have valid Driver's License.
- Able to effectively communicate with and keep good working relationships with other employees, and the public.

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 may perform duties during inclement weather and in difficult terrain such as wetlands and wooded areas. The employee will lift up to fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.