



*13394 W Trepania Road
Hayward • Wisconsin • 54843
PHONE (715) 634-8934 • FAX (715) 634-4797 HR FAX (715) 699-1209*

*****Job Announcement*****

Position Description:	ANIMAL CONTROL OFFICER
Hours:	8:00 a.m. – 4:30 p.m.
Posting Date:	May 13, 2020
Closing Date:	May 27, 2020
Wage/Salary:	\$17.00/hour
Location:	Lac Courte Oreilles Tribal Police Department
Supervisor:	Chief of Police
Administration:	Lac Courte Oreilles Governmental Personnel Policies and Procedures Manual

GENERAL RESPONSIBILITIES:

The Animal Control Officer works to enforce the LCO Animal Control Ordinances and will patrol within the boundaries of the Lac Courte Oreilles Reservation for any violations. This person may handle animals for the purpose of investigations of mistreatment, the control of abandoned, dangerous, unattended or abused animals from undesirable conditions. In addition, the use of nets, nooses, or cage traps may be used as necessary.

QUALIFICATIONS:

- 18 years of age or older.
- Mature adult. Tribal preference applies.
- Must adhere to strict confidentiality in all matters. Will be required to sign a confidentiality statement upon hire.
- Have a high school diploma (or equivalent).
- Possess a valid Wisconsin driver's license, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.

***LCO Tribal Government
Human Resource Dept
Animal Control Officer***

- Must pass background check.
- Pass a physical examination.
- Must be able to pass pre-employment drug screen.
- Experience in animal behavior and control; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.
- Ability to be available on-call 24/7 some of which may include evenings, weekends and holidays.
- Ability to receive the pre-exposure rabies vaccines and maintain safe titer level
- Ability to receive and maintain a Tetanus vaccine
- Ability to attend and pass Humane Officer training as presented by DATCP and/or any additional training directed by supervisor.

SPECIFIC JOB DUTIES:

- Examine animal licenses and inspect the housing of animals for compliance with the ordinance.
- Examine animals for injuries or malnutrition and arrange for any necessary medical treatment.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Issue warnings or citations in connection with animal-related offenses.
- Notify Humane Society immediately when an animal is admitted into the pound.
- Develop a data base of all dogs/cats on the reservation with a record of vaccinations and license purchases and issue warnings and citations if non-compliant.
- Submit a report to supervisor of all animals brought into the pound
- Remove captured animals from animal control vehicles and place animals in shelter cages or other enclosures.
- Supply animals with food, water and personal care.
- Write reports of activities and maintain files of impoundments and dispositions of animals.
- Answer inquiries from the public concerning animal control operations.
- Clean facilities and equipment such as dog pens and animal control tracks.
- Contact animal owners to inform them that their pets are at animal holding facilities.
- Educate the public about animal welfare, and animal control regulations.
- Prepare for prosecutions related to animal treatment and give evidence in court.
- Transport animals to veterinarian clinics or Humane society as needed.
- Perform other duties as assigned.

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Human Resource Dept
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APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Doreen DeBrot, Human Resource Director
13394W Trepania Road
Hayward, Wisconsin 54843
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HR Fax: (715) 699-1209
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***Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles
Policies and Procedure Manual***