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# INTERNAL JOB POSTING

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## **ANIMAL CONTROL OFFICER**

### **RESPONSIBILITIES:**

The City of Tullahoma is accepting applications for the position of Animal Control Officer in the Public Works Department. Responsibilities include enforcing and having working knowledge of the animal control ordinances, capturing and securing stray animals with emphasis on locating their owners, representing the City in court on animal cases, working adoption events and utilizing other avenues to ensure a maximum number of adoptions. This position is also responsible for handling citizen complaints regarding animal violations, issuing warnings, citations, summons or arrest warrants to owners in violation of animal ordinances, supplying food, water, and medications to animals, sanitizing the shelter daily, picking up dead or disabled animals and arranging for euthanasia of animals when necessary.

### **REQUIREMENTS:**

Candidates must have a high school diploma. College education desired. Experience in animal control techniques and NACA certification preferred. Candidates must have knowledge of animal habits and behavior, willingness to learn city ordinances and ability to obtain required certifications. .

### **BENEFITS:**

This is a full time position with an hourly wage of \$13.14 - \$13.64 per hour. The hours of work vary and weekend hours are required as scheduled.

### **RECRUITMENT:**

The recruitment to fill this vacancy is being advertised internally and externally. Employees of the City of Tullahoma who wish to be considered for this position may apply in writing through Human Resources. A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

**Posted:**        *June 3, 2015*

**Closes:**        *June 16, 2015*