



**CITY OF GREELEY**  
invites applications for the position of:

## **Animal Control Officer**

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**SALARY:** \$18.44 /Hour  
**OPENING DATE:** 11/15/13  
**CLOSING DATE:** 12/04/13 11:59 PM

### **JOB SUMMARY:**

Duties include responding to animal related calls including complaints, animals at large, catching and transporting animals to the shelter, etc. Animal Control Officers are also responsible for enforcing the municipal ordinances as they relate to animals and may be required to generate reports, document actions, investigate cruelty and neglect cases, and take phone reports. ACO's must be able to write clear, concise and accurate reports; have excellent communication and customer service skills dealing with animal owners, neighbors, partnering agencies (Humane Society), and coworkers.

Animal Control Officers will work either a day or evening shift and must be available to work weekends and holidays. Work four, 10 hour shifts (with three days off). Shift may either start as early as 7:00 a.m. or end as late as 11:00 p.m. Candidates must be available to work weekends.

### **EXPERIENCE, KNOWLEDGE, SKILLS:**

- Must be 21 years of age by date of hire;
- Must possess a valid driver's license as well as a good driving record;
- One to three years recent experience working with the public especially in difficult situations;
- Strong customer service skills desired;
- Prior experience working with animals and their owners desired;
- Spanish/English bilingual speaking skills desired.

### **ESSENTIAL FUNCTIONS:**

- Work weekends, holidays and swing shifts;
- Communicate in a face-to-face, one-to-one setting, using a telephone or in a group setting;
- Comprehend and make inferences from written material;
- Produce written material with clearly organized thoughts using proper sentences, punctuation and grammar;
- Enter data or information into a terminal, PC or keyboard;
- Learn job related material through verbal instruction, observation, lectures

and/or reading.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

### **WORK ENVIRONMENT:**

- Frequent contact with the public in normal or adverse conditions;
- Work schedule includes evenings, shifts, holidays and weekends;
- Exposure to all weather conditions.

### **PHYSICAL REQUIREMENTS:**

- Coordinate the movement of more than one limb simultaneously (e.g., operate a motor vehicle);
- Communication skills enough to convey information verbally and in writing;
- Perform physical tasks necessary to apprehend loose animals;
- Must be able to hear and speak on the radio and telephone;
- Must be able to lift and carry at least 40 pounds.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.greeleygov.com>

1000 10 Street  
Greeley, CO 80631  
970-350-9710

[hr@greeleygov.com](mailto:hr@greeleygov.com)

Position #1662-14  
ANIMAL CONTROL OFFICER  
LC

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## **Animal Control Officer Supplemental Questionnaire**

- \* 1. Why are you applying for this position?
- \* 2. Describe your experience in working with difficult customers.
- \* 3. Has your license ever been suspended or revoked?
  - Yes
  - No
- 4. If your license has ever been suspended or revoked please give dates and the reason(s) below.
- \* 5. CONSENT FOR TESTING: I am willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates and family, and agree to allow a representative of the

Greeley Police Department to review my driving record, credit history, criminal records and history, and military records. I understand that I will submit to a pre-employment polygraph examination, psychological evaluation, physical evaluations and a urinalysis drug test. I am aware that failure to fully submit to these listed reviews and evaluations will be grounds for disqualification from the selection process.

Yes

No

- \* 6. AN IMPORTANT MESSAGE ABOUT TRUTHFULNESS... One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. The Greeley Police Department has an unwavering stand on untruthfulness and dishonesty that can result in the dismissal of an employee who engages in such misconduct. The same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you may be permanently disqualified from being employed by the Greeley Police Department. Information regarding a candidate's disqualification may also be made available to other law enforcement agencies with an authorized request. Please select the correct answer to the following questions. If you answer "yes" to any question you must provide additional information about the circumstances, including dates. Attach additional pages if necessary. A "Yes" answer may not automatically bar an applicant from employment, however, you must provide detailed information about each "Yes" response. Failure to provide the information requested will disqualify you from the process. The relationship of the conviction to the job, as well as the severity and the passage of time will all be considered. I acknowledge that I have read the above statement and will provide all additional information required

Yes

No

- \* 7. Have you ever been convicted by any court of a felony or entered a guilt or nolo contendere plea? (if yes, provide additional information below)

Yes

No

- \* 8. Have you used any illegal drugs in the last two years? (If yes, provide additional information below)

Yes

No

- \* 9. Have you ever used hallucinogenic drugs? (If yes, provide additional information below)

Yes

No

- \* 10. Have you been arrested for DWI or DUI in the last three years? (If yes, provide additional information below)

Yes

No

\* 11. Have you ever falsified any document, form, testimony, or pleading as an officer of the court or as a witness? (If yes, provide additional information below)

Yes

No

\* 12. Have you ever omitted, misstated or falsely stated any information, in writing or orally during an application process with any agency? (If yes, provide additional information below)

Yes

No

\* 13. Have you ever used Heroin, PCP, steroids or methamphetamine? (If yes, provide additional information below)

Yes

No

\* 14. Have you sold any illegal drug at any time in your life? (If yes, provide additional information below)

Yes

No

\* 15. Have you been convicted of, or entered a guilty plea to any assault in a domestic setting?

Yes

No

16. If you answered yes, please provide additional information:

\* 17. I have read the Greeley Police Department's Personal Appearance policy regarding tattoos and body piercings and agree to comply with the standards and expectations outlined therein. (Policy available on the Police Officer Information Page of the website: [www.greeleygov.com/hr](http://www.greeleygov.com/hr))

Yes

No

\* Required Question