Pride of the Ojibwe
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**
Posting Date:	**May 16, 2023**
Closing Date:	**Open Until Filled**
Wage/Salary:	**$19/hr**
Location:	**Lac Courte Oreilles Tribal Police Department**
Supervisor:	**Chief of Police**
Administration:	**Lac Courte Oreilles Governmental Personnel Policies and Procedures Manual**

GENERAL RESPONSBILITIES:

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.
- 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.
- Must be willing to work when assigned and willing to work hard to gain control of our animal problem.

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 database 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.
- **Constantly patrol villages looking for loose or roaming animals and making contact with the owners for enforcement action or providing assistance with getting their animal controlled.**
- **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.
- Attempt to find and assist the owner of animal if animal is injured. Assist the owner with transportation of animal to the veterinarian's office.

- Perform other duties as assigned.

APPLICATION PROCEDURE:

Submit **completed** LCO Employment Application including Release and Authorization Form, 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, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
Attn: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715)634-4797
HR Fax (715)699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.