

## JOB OPENING ANNOUNCEMENT

**Job Title:** Animal Control Officer

**Report To:** Chief of Police

**Department:** YAPD

**Job Vacancy:** YAN-24-094

**Status:** Full-Time, Non-exempt

**Starting Wage:** DOE

**Opening Date:** December 9, 2024

**Closing Date:** December 20, 2024

### **POSITION DESCRIPTION:**

The Animal Control Officer is responsible for enforcing the Nation's Animal Control Ordinances.

### **QUALIFICATIONS:**

- High School Diploma or GED required.
- Knowledge of animal control operations, principles and practices.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Ability to communicate effectively with different age groups.
- Ability to make effective presentations on controversial topics.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.

### **DUTIES AND RESPONSIBILITIES:**

- Patrols the Yavapai-Apache Nation community, including off-road sites, in a radio-equipped vehicle to enforce animal control rules, ordinances and laws.
- Arranges special programs such as rabies and licensing clinics.
- Responds to complaints of animals at large and takes appropriate action.
- Assists other law enforcement personnel as assigned.
- Supports and interfaces with other employees and Tribal members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements, which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates in various Nation work groups.
- Performs other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (60) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk

or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**  
**Yavapai-Apache Nation / Human Resources**  
**2400 W. Datsi / Camp Verde, AZ 86322**  
**P: 928-567-1062 / Fax: 928-567-1064**  
[www.yavapai-apache.org](http://www.yavapai-apache.org)

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

