



Kashia Band of Pomo Indians of the Stewarts Point Rancheria

Job Title:	Animal Control Officer
Location:	Stewart's Point Rancheria
Hours/Classification:	Part-time
Employee Type:	Non-exempt
Department:	HOUSING
Supervisor:	Housing Director
Salary:	\$17.00 - \$21.00/Hr.
Application Closing Date:	Open until filled

Description:

Under direct supervision of the Housing Director, the Dog Controller will be responsible for assisting Stewarts Point Rancheria domestic animal control and compliance.

JOB REQUIREMENTS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required.

General Duties & Responsibilities:

- Assistance with ensuring license of all dogs, making sure they are spade/neutered and safely secured when necessary.
- Capturing and restraining aggressive or sick/injured animals.
- Lifting animals up to 100 pounds or more and moving them short distances to load or unload them into a truck.
- Investigating and responding to complaints and non-compliance with laws, warning of citations, warning notices, and abatement notices for violations.
- Understanding of impounding stray, sick, and injured animals.
- Entering data into a computer and creating reports.

Qualifications:

- Experience working with domestic animals is preferred.
- The ability to identify different breeds of domestic animals.
- The ability to explain ordinances and to interact with a diverse community, and building relationships with fellow staff.
- The ability to document situations and evidence through photographs or video.
- Experience with report writing and generating is preferred.
- A positive attitude, and compassion for both people and animals.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dust and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.

Indian Preference:

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [OPTION TO INCLUDE: If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period of time.]

Application Requirements:

Applicant must submit ALL the following:

- A current Kashia employment application
- Resume of applicable experience
- Three (3) professional references (people you have worked with or for in the past 3 years)
- Proof of enrollment in a federally recognized tribe if you wish to claim Native American Preference

In the Event of Equally Qualified Applicants, Native American Preference Will Be Applied.

***If you have any questions, please contact:
Mary Smith, Human Resources Generalist
707.591.0580, Ext. 131
mary@stewartspoint.org***

