



THE CITY OF OKLAHOMA CITY  
invites applications for the position of:

## ANIMAL WELFARE OFFICER I

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**SALARY:** \$16.09 - \$24.88 Hourly

**OPENING DATE:** 07/11/20

**CLOSING DATE:** 07/17/20 11:59 PM

### DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

*NOTE: The normal starting salary for this position is \$16.09/hourly. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

**This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019.** This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

This posting will be used to fill a current vacancy in the **Animal Welfare Division** of the **Development Services Department** with The City of Oklahoma City and is the entry-level position for Animal Welfare Officers. However, an eligibility list will be established or supplemented for filling future vacancies in the department, per provisions of the AFSCME collective bargaining agreement. This position is under the direction of an immediate supervisor. The incumbent must successfully complete a prescribed course of training administered by the Animal Welfare Division to include animal welfare and care and customer service. In addition, the Animal Welfare Division will provide training concerning laws/regulations and departmental policies and procedures. **Essential job functions include:** performing various tasks related to the care and upkeep of shelter animals, such as, feeding, watering and exercising animals; cleaning, disinfecting, and maintaining shelter equipment and facilities; conducting kennel inventory; assisting in monitoring the medical/behavior status of animals; and assisting in identifying potentially adoptable animals. Other duties include: assisting in the euthanasia and disposition of animals; educating, counseling, and exchanging information with the public and co-workers concerning animals, lost and found, and adoption; completion of bite reports; and initiating citations on behalf of citizens. Daily assignments are received verbally and in writing from the supervisor and are performed in accordance with established policies and procedures.

### **VETERANS PREFERENCE**

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

### **JOB REQUIREMENTS:**

- Knowledge of various breeds of dogs, cats and other domestic and wild animals.
- Knowledge of basic methods of animal welfare and care.
- Knowledge of small animal/livestock behavior and their care.
- Skill in communicating with tact and diplomacy.
- Ability to handle animals safely and humanely.
- Ability to work with animals of various sizes and temperaments.
- Ability to follow instructions.
- Ability to work with others.
- Ability to deal with public.
- Willingness to work with sick, injured and/or vicious animals.
- Willingness to euthanize animals.
- Willingness to work with and dispose of animals.
- Willingness to work around noxious odors.
- Willingness to follow all applicable safety rules and regulations.
- Ability to travel.

**NOTE: The incumbent will be required to successfully complete a prescribed course of training administered by the Animal Welfare Division. The training will consist of information regarding the safe and proper handling of animals, applicable laws or regulations, and departmental policies and procedures.**

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

### **WORKING CONDITIONS**

- Outside occasionally, exposed to heat, cold, humidity, rain, etc.
- Constant contact with water at worksite.
- Will work in cramped, confined areas such as animal cages.
- Exposed to steady and loud noises.
- Frequent exposure to toxins such as chemicals used in the euthanization process.
- Exposed to large concentrations of noxious odors.
- Possibility of animal bites.
- Frequently exposed to chemical irritants such as disinfectant, bleach and flea dip.
- Possibility of infections or illness caused by disease carrying animals.
- Will work on slick floors and uneven surfaces
- Will care for and handle large animals, including livestock of all types
- Exposed to allergy-causing agents such as dust; bee or wasp stings; poison oak, ivy and sumac; etc.
- Occasional local travel.
- Required to work weekends, holidays, irregular hours and occasional overtime.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, and pull objects such as animals weighing up to 75 lbs.
- Stamina to exert oneself physically throughout the workday.
- Flexibility enough to bend, twist, and reach to perform duties such as loading and unloading animals on and off a truck and in and out of carriers, cages and kennels.
- Gross body coordination and balance enough to remain upright while capturing large animals such as cattle, horses, etc.
- Mobility enough to continually move oneself from place to place.

- Manual dexterity enough to perform duties such as placing identification collars on animals and completing forms.
- Near vision enough to read items such as forms, tags or animal identification numbers, etc.
- Far vision enough to be able to perform duties such as identifying species of animal from a distance (e.g. skunk vs. cat).
- Visual color discrimination enough to perform tasks such as distinguishing color of animals for identification purposes.
- Hearing enough to identify and locate sounds in a noisy environment.
- Speech and hearing enough to communicate clearly and distinctly in person and by telephone.

**OTHER NOTES:**

**NOTE:** An eligibility list will be established from this posting consisting of applicants who receive a score of 70 percent or better. Multiple selection procedures may be utilized; a minimum of 70 percent or better will be required on each; and the results of multiple selection procedures will be equally weighted. The eligibility list will be in effect for 180 days from the date of the final selection procedure and will be used to fill future vacancies.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

**NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.**

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives by calling 405-297-2530.

**Recruiter:** MF

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APPLICATIONS MAY BE FILED ONLINE AT:  
[www.okc.gov](http://www.okc.gov)

Position #202000410A  
ANIMAL WELFARE OFFICER I

420 West Main Street  
10th Floor  
Oklahoma City, OK 73102  
4053297.2972

[careers@okc.gov](mailto:careers@okc.gov)

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**ANIMAL WELFARE OFFICER I Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative by calling 405-297-2530.
  - Yes
  - No
- \* 2. If you have knowledge of various breeds of dogs, cats and other domestic and wild animals, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 3. If you have knowledge of basic methods of animal welfare and care, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 4. If you have knowledge of small animal/livestock behavior and their care, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 5. If you have skill in communicating with tact and diplomacy, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 6. Are you willing to work with sick, injured and/or vicious animals?
  - Yes
  - No
- \* 7. Are you willing to euthanize animals?
  - Yes
  - No
- \* 8. Are you willing to work with and dispose of animals?
  - Yes
  - No
- \* 9. Are you willing to work around noxious odors?

- Yes
- No

\* 10. Are you willing to follow all applicable safety rules and regulations?

- Yes
- No

\* Required Question