



## Job Description

### Community Service Officer

---

**Employment Status:** Part-time

**FLSA Status:** Non-Exempt

**Experience Required:** One (1) year of related experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Lead Community Service Officer or designee

**Supervisory Responsibility:** No

**Primary Work Location:** Police station and surrounding jurisdiction.

**Certification:** Valid State of Missouri driver's license, Missouri Animal Control Association (MACA) training, upon hire.

---

**Job Summary:** Enforces City ordinances related to animal control and provides support to Police operations by assisting in repairs and maintenance on vehicles and attending community outreach events.

---

#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Participate, investigate and takes enforcement action on incidents dealing with animal related service calls, animal specific statute and/or ordinance violations and/or concerns within the City of Nixa.
- Promote animal welfare programs and compliance with state and local laws regulating animal treatment and to build a solid court case.
- Ensures that safety equipment and protective gear is utilized whenever appropriate and equipment is in safe working order.
- Drive city vehicles to patrol the City, impound stray dogs, and transports animals to the City Animal Pound or other animal care facilities according to City ordinances.
- Appear in court to testify when required.
- Work at City Animal Pound to feed, care for confined animals, maintain property utilizing hand and power tools such as power washer, lawn mower and weed eater.
- Collect fees for impound charges and releases animals.
- Handle potentially rabid animals during bite investigations.
- Prepare specimens for transport to the state laboratory for analysis.
- Read and interpret a variety of information including applicable laws, codes, and ordinances relating to animals and environmental health.
- Respond to radio dispatched calls for service and utilizes vehicle radios to communicate.
- Document investigations and organize data into reports.
- Perform a variety of office administration tasks such as copying, filing, faxing, and scanning.
- Safely and properly handle law enforcement equipment such as firearms, CO2 guns and catch poles.
- Operate police department equipment including automobiles, vans, and other specialized equipment such as mobile computer terminals.
- Prepare necessary records, inspections, and reports in accordance with the Standard Operating Procedures manual.
- Support police department operation by attending community outreach events.



## Job Description

### Community Service Officer

---

- Perform other tasks and duties assigned by supervision.

#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Knowledge of enforcement policies and procedures as it relates to animal welfare and public safety.
- Occupational hazards and safe working practices.
- Basic inventory control.
- Modern office practices and procedures; record keeping and filing system methods.
- Knowledge of enforcement policies and procedures as it relates to animal welfare and public safety.

##### **Skills**

- Mentally analyze a situation, solve a problem, and make decisions under pressure in area of responsibility.
- Strong oral and written communication and follow oral and written instructions.
- Safely handle vicious and possibly rabid animals in a manner which will avoid injury to persons or the animals.
- Utilize law enforcement equipment and properly handle firearms.

##### **Abilities**

- Performs bending, squatting, twisting, kneeling, and reaching from overhead to ground level; must be able to push and pull up to 100 pounds and lift up to 50 pounds from the ground unassisted.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Follow oral and written instructions.
- Prepare and present clear and accurate records and reports.
- Communicate effectively and courteously both verbally and in writing; present an overall professional image.
- Handle a large volume of public contact including handling hostile or difficult situations in a pleasant and efficient manner.
- Make independent decisions and work without close supervision.
- Read and learn applicable ordinances and proper procedures of animal control and apprehension.
- Make routine mathematical calculations for activity reports and inventory.
- Perform the essential functions of the job without posing a direct threat to the health and safety of others.
- Perform effectively as a member of the team in carrying out the City's stated mission and philosophy.
- May be subject to assisting in police operations involving deceased individuals, police and or fire department at accident scenes, and entering dwellings to investigate hoarding and cruelty situations.



## Job Description

### Community Service Officer

---

- Willing and able to take rabies shots on a periodic basis to reduce the possibility of rabies infection.
- Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen.
- Susceptible to chemical hazards associated with sanitizers and cleaners; possible exposure to disease and other safety hazards associated with handling injured, rabid, diseased, or vicious animals.
- Utilize computer hardware and software systems as required by job assignment.
- Follow oral and written instructions.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

---

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*



## Job Description

### Community Service Officer

---

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  

---

---

---

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resources

---

Date