



City of Moore

VACANCY ANNOUNCEMENT

Job Title: ANIMAL CONTROL OFFICER
Open Date: February 6, 2026
Closing Date: Open until filled
Pay Rate: \$20.32 – 26.41 per hour (\$42,262 – 54,941 annually)
Job Type: Full-time with benefits
Department: Public Works – Animal Shelter and Adoption Center

JOB SUMMARY

Under supervision, the selected applicant will enforce City and local ordinances governing the care and keeping of domestic animals in the City; care for and dispose of animals as appropriate.

Work hours may vary due to workload, daylight savings time, or for the best interest of the department.

The work environment involves a high risk of exposure to potentially dangerous situations, including working with firearms and possible physical attack from vicious animals.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- One year of experience in the care and handling of animals
- Must possess, or be able to obtain, a valid Oklahoma Driver's License

EXAMPLES OF DUTIES

- Investigate reports or complaints of dogs, cats, or other animals creating nuisances and take appropriate action; investigate reports of animal abuse.
- Investigate animal bite cases and, as appropriate, quarantine animals and run appropriate tests.
- Issue warnings and citations for violations of animal control and licensing ordinances.
- Enforce City of Moore animal control and licensing laws.
- Explain ordinances relating to the care and keeping of animals to the public.
- Provide public education regarding animal control.
- Assist in the maintenance of the facility and associated grounds.

Selected applicants for this safety-sensitive position must pass a background investigation and drug test prior to employment and will be subject to random drug testing throughout employment, and may be required to supply a current driving record.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

<https://www.cityofmoore.com/departments/jobs>.

CITY OF MOORE

Job Description

Animal Control Officer

Job Code: 7290
Exempt: No
Department: Animal Control
Reports To: Animal Control Supervisor
Location: City Streets and In the Field
Date Prepared: January 14, 2016
Date Revised: December 21, 2017

GENERAL DESCRIPTION OF POSITION

To enforce City and local ordinances governing the care and keeping of domestic animals in the City; and to impound, care for, and dispose of animals as appropriate. Work hours may vary due to workload, daylight savings time or for the best interest of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse. This duty is performed daily, about 10% of the time.
2. Investigate animal bite cases; as appropriate, quarantine animals and run appropriate tests. This duty is performed as needed, about 10% of the time.
3. Enforce City animal control and licensing laws. This duty is performed daily, about 10% of the time.
4. Issue warnings and citations for violations of animal control and licensing ordinances. This duty is performed as needed, about 5% of the time.
5. Explain ordinances relating to the care and keeping of animals to the public. This duty is performed as needed, about 5% of the time.
6. Patrol city streets and roads in a truck; search for stray dogs and other domestic animals and livestock. This duty is performed daily, about 10% of the time.
7. Impound, quarantine and dispose of animals as appropriate. This duty is performed daily, about 5% of the time.
8. Assist other public agencies and community groups related to animal control activities. This duty is performed as needed, about 5% of the time.

9. Provide public education regarding animal control. This duty is performed quarterly, about 1% of the time.
10. Clean and maintain vehicles and cages. This duty is performed daily, about 10% of the time.
11. Accept fees for licenses, violations and adoptions; maintain appropriate records and documentation of transactions. This duty is performed daily, about 10% of the time.
12. Assist in the maintenance of facility and associated grounds. This duty is performed daily, about 10% of the time.
13. Prepare and maintain a variety of records and reports. This duty is performed daily, about 2% of the time.
14. Respond to emergency calls on a 24 hour basis. This duty is performed as needed, about 1% of the time.
15. Good attendance is required.
16. Work in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.
17. Confidentiality is required upon specific notification to the employee. This duty is performed as needed, about 1% of the time.
18. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and for decision-making of major importance, the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with citizens, where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, dangerous animals, etc.) much of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts and work in high, precarious places. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required

to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Various breeds of dogs, cats, and other domestic animals, including livestock
- Firearms safety
- Various kinds of animal behavior
- Procedures and techniques for dealing with the public in a tactful but firm manner
- Basic methods of animal collection and impoundment

Ability to:

- Enforce animal regulations and ordinances
- Learn to interpret and apply laws and regulations of the City related to animal control and licensing
- Safely and effectively use firearms for animal control purposes
- Perform a variety of animal control activities
- Communicate clearly and concisely, both orally and in writing
- Prepare written reports and maintain an efficient record-keeping system
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

One year of experience handling and caring for animals is desirable

Education:

High school diploma or equivalent

License or Certificate:

Possession of, or ability to obtain, valid Oklahoma driver's license

WORKING CONDITIONS

Environmental Conditions:

Involves high risks with exposure to potentially dangerous situations e.g. working with firearms or being subject to possible physical attack from vicious animals

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for recurring bending, crouching, stretching and reaching; and exerting (lifting, pushing or pulling). Must be able to perform essential job functions.

Employee must use snare polls to catch/restrain stray or lost animals, requiring upper body forces that are non-quantifiable. Employee must restrain possibly sick, wild animals and transfer to vehicle.

Employee must transfer dog food and cat litter to and from truck, and transfer Code 92's from site to truck. Requires vertically transferring items weighing up to 55 pounds from 50 inches to 12 inches, up to twenty-five times per hour, and horizontally transferring items weighing up to 60 pounds a distance of 30 feet without mechanical assistance, up to twenty-five times per hour.

Employee must transfer animals such as dogs into wash tanks for cleaning and flea treatment. Requires vertically transferring animals weighing up to 60 pounds, from 10 inches to 44 inches, up to two times per hour.

Employee must dump barrel of litter into dumpster as needed. Requires vertically transferring barrel weighing up to 60 pounds, from 30 inches to 48 inches, up to one time per hour.

Employee must use water hose to clean animal cages, and snake tongs to transfer snakes to bucket. Requires coupling forces of up to 10 pounds, up to sixty-four times per hour.

Employee must walk to catch stray animals or animals called in by residents, access different care areas for animals in animal shelter, and transfer food and litter from pick up site to animal shelter. Requires walking up to 1.5 miles in an 8 hour period in order to access materials, supplies and equipment.