

**VERMILION PARISH POLICE JURY**  
**NOTICE OF EMPLOYMENT OPENING**

**Position:** Animal Control Warden

**Location:** Vermilion Parish Police Jury  
Animal Control  
11303 Pioneer Rd.  
Kaplan, LA 70548

**Work Schedule:** 40 hours per week

**Minimum Requirements:** High School Diploma or GED equivalent  
Valid Louisiana Driver's License and satisfactory driving record

**Special Requirements:** Requires medical exam, drug testing, driving, and background check  
Additional training or course work in veterinary science, law enforcement and/or experience with animals such as farming or ranching

**Salary:** Per Police Jury Grade and Pay Scale  
\$8.25

**Benefits:** Employee/Family Health Insurance, Dental Insurance  
14 Paid Holidays, Vacation, and Sick Leave Benefits  
Participation in the Parochial Employees Retirement System

Additional information regarding the job requirements and conditions can be obtained by contacting Ms. Debbie Garrot, Animal Control, at 11303 Pioneer Rd. or by calling (337) 643-3160.

Applications and/or resumes will be received until 12:00 noon on Tuesday, February 12, 2019 at the Vermilion Parish Police Jury Office, 2<sup>nd</sup> Floor, Courthouse Building, 100 North State Street, Suite 200, Abbeville, LA 70510 or at the Animal Control facility.

Applicants can also apply online by one of the methods below. To apply online, visit the following website and fill out the application form or send an email to the below email address with just one (1) PDF file:

**Website:** <http://bit.ly/VPPJapp>

**Email:** [Alicia@vppj.net](mailto:Alicia@vppj.net)

*We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.*

# VERMILLION PARISH POLICE JURY

## Animal Control Warden Job Description

**JOB DETAILS:**

<b>Job Title:</b>	Animal Control Warden	<b>Department:</b>	Animal Control Department
<b>Reports To:</b>	Animal Control Supervisor	<b>Job Location:</b>	Animal Control Facility
<b>Starting Pay Grade:</b> 9	<b>Starting Step Grade:</b> 0	<b>Maximum Pay Grade:</b> 9	<b>Maximum Step Grade:</b> 32
<b>Reg. Hrs. worked / wk.</b>	40 hours / week	<b>Eligible for Benefits</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Eligible for Overtime</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Salary</b> <input checked="" type="radio"/> Hourly	<b>Exempt</b>	<input checked="" type="radio"/> Non-Exempt

**JOB PURPOSE:**

On a routine basis, or as assigned, enforces state and local laws and ordinances to protect the safety in addition, rights of the public and the welfare of animals. Tasks and responsibilities include responding to reports of vicious animals, animal cruelty, animal pick-up and confinement, issue warnings, inspection of containment facilities, preparing reports, representing the Parish at public hearings, testifying in court, and performing euthanasia. The bulk of the work is performed in the field driving a department vehicle and responding to reported violations or area of need.

**CLASSIFICATION DISTINCTIONS**

Incumbents report to the animal control supervisor, and perform the full range of animal control services and functions. Most work is performed in the field with considerable independence within the limits of current regulations, laws, codes, policies and accepted procedures. Work is generally not reviewed except when written documentation of events or issues is required, or when complaints or issues are of such a nature that a supervisor’s presence is required.

**JOB DIMENSIONS: (For Management & Supervisory positions)**

<b>Number of direct reports:</b>	0	<b>Total number in team managed:</b>	0
<b>Budgetary responsibility:</b>	No	<b>Revenue responsibility (USD):</b>	\$0.00
<b>Other dimensions appropriate to the job:</b> <u>Must be available for 24-hour call.</u>			

**PRIMARY DUTIES (ESSENTIAL DUTIES): (LISTED IN ORDER OF IMPORTANCE)**

- Apprehension, control and confinement of loose, unlicensed, injured, abandoned or dangerous domestic animals
- Investigation of reports of animal cruelty and vicious animals
- Enforcement of animal control ordinances, including issue warning
- Maintains the Kennels and facility
- Euthanizes animals; follows procedures for disposal and/or testing
- Responds to citizen calls for service, complaints and requests from others agencies; explains

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- laws, policies and procedures
- Mediates and helps to resolve conflicts between parties involving animal control issues including, but not limited to, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals
  - Prepares reports and keeps appropriate records
  - Represents Health District in issues regarding bites and possible rabies infection
  - Issues notices of violations and testifies at hearings
  - Performs other job-related tasks as required.

### EDUCATION:

#### Essential:

- High School Diploma or G.E.D.

#### Preferred:

- Additional training or course work in veterinary science, law enforcement and/or experience with animals such as farming or ranching will be considered toward meeting the above requirement.

### CERTIFICATIONS:

- Preferred Certification - Certified Animal Euthanization Technician

### KNOWLEDGE, SKILLS & ABILITIES:

#### Essential:

- General knowledge of the laws, ordinances, and regulations governing animal control
- Knowledge of the geography of the Parish
- Some knowledge of the care, control, and handling of domestic animals
- Ability to recognize communicable disease symptoms and knowledge of methods and procedures to be followed
- Ability to identify various breeds of animals; ability to work in a high-stress environment
- Ability to maintain records and file reports; ability to deal effectively with the public
- Ability to: be on call for weekend and emergency assistance calls
- Understand, apply and explain applicable laws, codes, ordinances and procedures; exercise judgment, tact and courtesy in sensitive or controversial situations
- Maintain composure and act quickly and effectively in an emergency
- Be comfortable with and participate in the euthanization of animals
- Safely operate and maintain a light truck
- Prepare reports and other documentation of activities
- Establish and maintain effective working relationships with staff, other departments, agencies and the public.
- Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the department

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### SPECIAL REQUIREMENTS

- Louisiana Driver's License
- Requires drug testing and background check (which may include criminal check, education verification and credit history review) prior to employment

### PHYSICAL DEMANDS CATEGORY:

- Heavy Work - Lifting 100 pounds maximum with frequent lifting and / or carrying of objects weighing 50 pounds or more

### AUDIO-VISUAL & LICENSING DEMANDS: (This job will require)

- Average vision
- Peripheral vision
- Depth perception
- Average hearing

### SPECIFIC ACTIONS REQUIRED:

*(In an eight-hour day this job may include)*

1. Standing/Walking for 1 – 4 hours
2. Sitting for 1-4 hours
3. Driving - Occasional

### REPETITIVE MOTION:

*(this job will require)*

1. Simple grasping
2. Fine manipulation
3. Pushing and pulling
4. Finger dexterity
5. Foot movement

### MANEUVERABILITY:

*(this job will require)*

1. Bending Frequently
2. Squatting Frequently
3. Climbing Occasionally
4. Twisting Frequently
5. Reaching Frequently

### WORK ENVIRONMENT:

*(this job may include working)*

1. Indoors
2. Outdoors
3. Near or with chemicals
4. In cold weather
5. In damp conditions
6. Near fumes or gases
7. In heat and/or humidity
8. Near equipment or machinery noise

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**AUTHORIZATION & APPROVAL:**

<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
Billy Noegel	Public Works Director		
Keith Roy	Parish Administrator		
Kevin Sagrera	Police Jury President		

- ❖ This job description does not constitute an employment agreement between the employer, applicant, or employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.
- ❖ Nothing stated in this position description implies a specific length of employment if offered a position; nor, affects the employment “At Will” policy of the Vermilion Parish Police Jury
- ❖ Vermilion Parish Police Jury is an Equal Opportunity Employer
- ❖ Vermilion Parish Police Jury provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please let us know.

**APPLICANT DECLARATION:**

I have reviewed and understand the job description; believe it to be accurate and complete; and I can successfully fulfill each duty or task.

\_\_\_\_\_

Applicant’s Signature

\_\_\_\_\_

Date