



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
**slthr@spiritlakenation.com**

<b>Job Title:</b>	<b>Animal Control Officer</b>	<b>Open Date:</b>	<b>October 15, 2021</b>
<b>SLT Program:</b>	<b>Office of Environmental Health</b>	<b>Close Date:</b>	<b>October 28, 2021</b>

**Position Objective: Will perform various tasks including catching and securing stray/abandoned/dangerous/unattended animals such as dogs, cats, and other types of animals.**

**Major Duties & Responsibilities:**

- Capture and secure or impound stray, uncontrolled or abused animals from undesirable conditions, particularly dogs and cats, using net, rope, nooses or other device as necessary. Use of physical force to maintain security as necessary.
- Interact with SL Law Enforcement, SL Fish and Wildlife and/or Tribal Security on complaints of dog bites, investigations, collecting data and writing reports to establish and maintain effective working relationships.
- Cages or secures dogs/cats in truck and transport to shelter.
- Remove captured dogs/cats from animal-control service vehicles and place in shelter, cages or other enclosures.
- Provide temporary care for detained dogs/cats including food, water and shelter.
- Examine dogs/cats for injuries or malnutrition and may arrange for any necessary medical treatment with local animal medical services. Also work with local animal medical treatment facilities or SL Fish and Wildlife to euthanize rabid, unclaimed, or severely injured dogs/cats.
- Clean facilities and equipment such as cages, pens and transport vehicle.
- Complete monthly reports and records of work activities and related data through the use of personal computer.
- Ability to complete check or purchase order requisitions on computer. Order department related supplies.
- Ability to perform work assignments independently, with minimal supervision.
- Must be in good physical condition. Able to work in small, cramped areas in order to capture animals. Able to bend, stoop, climb, traverse over various landscapes avoiding natural and manmade obstacles, walking or running, repeat strenuous physical motion/activity when handling animals and necessary equipment. Able to move, lift, pull animals weighing up to 100 pounds short distances (5-100 feet) with the ability to lift them vertically into the animal control vehicle.
- Regulate and enforce the Spirit Lake animal control laws.
- Present education and awareness to the community.
- Contact pet owners to inform them of incidents or if their dog is in the holding facility.
- Make arrangements with local resources for the adoption of unclaimed animals, primarily dogs and cats.

- Knowledge in basic writing skills
- Knowledge with basic computer use such as Microsoft office
- Knowledge with use of basic office equipment such as printer, copier, scanner, fax
- Knowledge of practices for capturing and handling a variety of wild and domestic animals and the general principles of animal behavior.
- Other duties as assigned related to carrying out the goals of the program.

**Qualifications, Experience and education required:**

- Must possess a high school diploma or GED.
- Must have a valid driver's license and a satisfactory driving record.
- Must be willing to work on weekends and before or after normal business hours.
- Must be able to work with groups of people, one-on-one, or alone.
- Must have experience equivalent to two years of employment involving extensive public contact.

**Preferred/Desirable Qualifications:**

- Experience with personal computer and digital camera is preferred.

<b>Job Role:</b>	Animal Control	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Employment Status:</b>	Part Time	<b>Supervision</b>	Office of Environmental Health
<b>Monthly Salary Range:</b>	DOQ/DOE	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification:</b> Exempt/Non-exempt	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	<a href="mailto:normar@spiritalakenation.com">normar@spiritalakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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