

CITY OF HALLSVILLE

JOB DESCRIPTION: Code Enforcement Officer/Animal Control Officer

DEPARTMENT: Police

Coordinates and performs a variety of code enforcement/compliance functions on behalf of the City; responds to complaints from the public; investigates alleged code violations; conducts inspections on subject properties; protect residents from stray or vicious animals and related diseases; capture, impound, transport, and dispose of animals.

GENERAL PURPOSE

Performs a wide variety of duties associated with the city's ordinances pertaining to animal control and code enforcement.

SUPERVISION

Works under the supervision of the Chief of Police

REQUIRED DUTIES AND RESPONSIBILITIES - *Duties include but are not limited to the following:*

Code Enforcement Officer

- Provides the enforcement of local, State, and Federal laws, regulations, codes, and ordinances governing environmental health, safety, and zoning
- Responds to environmental health inquiries, concerns, and complaints from the public
- Interprets, explains, and provides information regarding City codes and ordinances
- Verifies and checks on growth of grass, weeds, and trash
- Verifies and checks on abandoned vehicles, equipment, and other items
- Issues citations regarding violations; communicates necessary corrective action required to property owners
- Will bring all violations to the City Utilities Clerk for processing all notices
- Performs other duties as assigned

Animal Control Officer

- Responds to citizen complaints regarding animals
- Patrols and capture stray, vicious, diseased or injured animals
- Transports stray, vicious, diseased or injured animals to Marshall Animal Shelter
- Responds to emergency calls, such as cruelty to animal complaints, animal bites, and poisonous or dangerous animals
- Issues verbal warnings and/or citations on animal violations
- Enforces state and local laws related to animals
- Will bring all violations to the City Utilities Clerk for processing all notices
- Performs other duties as assigned

HOURS

Varies each week (about 20-40 hours per week)

EMPLOYEE HANDBOOK

Have read and understand and is required to be in compliance with handbook at all times