



## Wyandotte Police/Downriver Central Animal Control Part-Time Animal Control Officer

Hourly Rate: \$11.50 per hour

Schedule: Part-time position; 20-29 hours per week (Primarily Off-Hours)

**General Statement of Duties:** Enforce ordinances and laws pertaining to animals for the cities of Wyandotte, Allen Park, and Southgate. Investigate citizen complaints and assist the public with varied requests in relation to animal concerns. Additionally, work includes ensuring the humane handling of all animals and providing impounded animals with care (i.e. cleaning, feeding, etc.)

**Responsibilities include:**

- Working evenings/nights, weekends, and holidays.
- Effectively manage each call for service per established policies & procedures
- Respond to and investigate all complaints including, but not limited to, animals-at-large, animal bites, animal nuisance, and cruelty.
- Issue written citations, attend all criminal proceedings, and provide courtroom testimony.
- Clean animal cages and kennels, feed and care for all animals.
- Maintain the highest level of confidentiality and professionalism.

**Required Knowledge, Skills and Abilities:** Excellent written & verbal communication skills; the ability to establish and maintain effective working relationships with other employees and the public; be able to write clear and concise reports.

**Basic Requirements:**

- High School Diploma or GED
- Valid Michigan Driver's License
- Minimum 18 years of age
- No Felony Convictions
- Good Moral Character
- Ability and Willingness to work Off-Hours, Weekends, and Holidays