



FORREST CITY POLICE DEPARTMENT
225 NO. ROSSER ST. FORREST CITY, ARKANSAS 72335
OFFICE: (870) 633-3434 FAX: (870) 261-1421

******JOB ANNOUNCEMENT******

*Applications accepted at the Arkansas Workforce *
3105 N. Washington St. Forrest City, AR 72335
(870) 633-2900

April 29, 2019

The Forrest City Police Department is now accepting applications for Animal Control Officer. The position will remain open until filled.

Animal Control Officer

Desired Minimum Qualifications:

- Must be 18 years or older at the time of employment
- No felony convictions or disqualifying criminal history
- Must Possess a valid driver's license, free of suspensions or revocations from any state
- Must be able to read and write
- Must be able to read and write the English language.

Education and Experience:

High school diploma or GED equivalent.

Essential Duties and Responsibilities:

- Patrol streets to locate stray animals and promptly capture animals and transport them to the animal shelter or veterinarian.
- Respond to complaints concerning animal problems or violations of animal control ordinances and state statues, including but not limited to animals running at large, dog mites, property damage or injuries.
- Remove and dispose of dead, injured or dangerous animals from streets and residential premises.
- Care for, feed, and house animals at the shelter.

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- Provide maintenance and upkeep for the animal shelter including preventative care and cleaning to prevent spread of disease.
- Investigate violations of animal control ordinances and issue warnings or citations as required.
- Appear in court to testify regarding animal control issues.
- Serve various criminal or civil notices or papers related to the enforcement of animal control ordinances
- Work an assigned shift using own judgment in deciding course of action and will be expected to handle many difficult and emergency situations without assistance.
- Maintain normal availability by radio or telephone.
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances.
- Maintain contact with police supervisory personnel to coordinate activities.
- Provide mutual assistance during emergency situations.
- Provide general information about the Animal Control Activities.