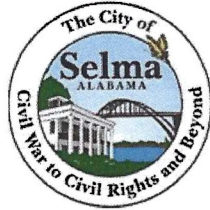


**Selma/Dallas County Animal Shelter**



**City of Selma**

**INTERNAL/EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES DUE FRIDAY, AUGUST 25, 2023 BY 4:30 P. M.**

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**Position:** Animal Control Officer  
**Reports to:** Director of Code Enforcement  
**Department:** Code Enforcement  
**Location:** 501 Cahaba Road Selma, Alabama 36701  
**Status:** Regular, Full-time  
**Schedule:** Monday – Friday  
**Rate of Pay:** \$12.00 per hour

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**FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE.**

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**Job Summary:**

Under the general direction of the police lieutenant, the employee investigates animal control related complaints. Receives animal control related complaints (animals fighting, lost or stolen animals, sick or injured animals, dangerous or vicious animals, animal bites, scratches, etc.). Fills out information card and takes to animal shelter or hospital. Enters information into truck logbook. Searches for animal or sets trap. Checks traps as scheduled. Assists shelter to reunite owner with pet. Informs owners of code requirements and re-inspects to ensure compliance. Fills out animal bite reports as necessary. Transports animals to hospital or shelter as needed. Turns in paperwork to police department. Administers medicine and provides pet first-aid as needed. Captures snakes as needed. Picks up dead animals and transports for disposal. Drives and performs preventive maintenance on city pick-up truck. Performs other job related duties as required.

**Requirements:**

High School Graduate or GED. Two to three years' experience working with animals preferred; however, any combination of education, training and experience will be considered. Ability to obtain any necessary certifications needed for the job. Ability to complete CPR Training. Ability to work non-standard hours including weekends and holidays. **Must possess a valid Alabama Driver License or State issued ID.**

*The City of Selma is an Equal Opportunity Employer*