



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Animal Control Worker</b>	<b>Open:</b>	<b>January 23, 2025</b>
<b>SL Program:</b>	<b>Office of Environmental Health</b>	<b>Close Date:</b>	<b>February 6, 2025</b>

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

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

**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.
- 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.

- Other duties as assigned related to carrying out the goals of the program.

#### **KNOWLEDGE REQUIRED AT A LEVEL APPROPRIATE FOR THIS POSITION**

- Knowledge of practices for capturing and handling a variety of wild and domestic animals and the general principles of animal behavior.
- Knowledge of computers and office equipment.
- Knowledge of customer service principles.
- Ability to work with personal computer.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to effectively meet and communicate with the public.
- Ability to organize the multiple demands of the job.
- Ability to drive a motor vehicle in adverse weather conditions.
- Skill in customer service.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment such as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

#### **SUPERVISORY CONTROLS**

The supervisor assigns work in terms of general instructions. The supervisor checks completed work for compliance with procedures, accuracy, adequacy and timeliness.

#### **GUIDELINES**

Guidelines include regulations from federal, state and local alternate resource agencies; North Dakota Department of Human Resources Services regulations; Spirit Lake Tribe policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

The work consists of basic animal control duties. Travel to various locations throughout the local area contribute to identify where control is needed.

The purpose of this position is to identify, catch and secure stray/ abandoned/ dangerous/ unattended animals such as dogs, cats, & other types of animals. Successful performance contributes to the efficiency and effectiveness of Animal Control program operations.

#### **CONTACTS**

Contacts are typically with other employees, local and tribal agencies, and the general public. Contacts are typically to give and exchange information, resolve animal control problems, and provide assistance.

#### **PHYSICAL DEMANDS**

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.

This position requires operation of a motor vehicle.

This position requires travel to public homes, abandoned buildings and other outdoor areas.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **Qualifications, Experience and education required:**

##### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent.
- Must have experience equivalent to two years of employment involving extensive public contact.
- Possession of a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check and a pre-employment drug screen.
- Must be willing to work on weekends & before or after normal business hours.
- Must be able to work with groups of people, one-on-one, or alone.

<b>Job Role:</b>	Animal Control	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Employment Status:</b>	Full Time	<b>Supervision</b>	SLHC Office of Environmental Health
<b>Grade:</b>	13	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> <a href="mailto:mardellm@spiritlakenation.com">mardellm@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<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.		