



CARBON COUNTY ANIMAL SHELTER

# WE ARE HIRING

JOIN OUR TEAM!



## FULL-TIME ANIMAL CONTROL

The Carbon County Animal Shelter is seeking applicants for full-time and part-time Animal Control positions. Will help enforce local and state laws and ordinances concerning the care, use, treatment, licensing, and impounding of animals. Must be computer literate and flexible to perform other work as assigned. Deals with public regarding adoption, etc. May perform euthanasia. Schedule will include weekends and occasional holidays. Will be required to pass a background check, physical, and drug screen.

Starting Wage: \$13.64/hr After Probation: \$15.00/hr

APPLICATION & RESUME DEADLINE:

**THURSDAY, MAY 8, 2025**

Please see website for full job description:  
[www.carbon.utah.gov/service/careers](http://www.carbon.utah.gov/service/careers)

SCAN ME





## JOB DESCRIPTION

<b>Title:</b>	<b>Animal Control</b>	<b>Effective Date:</b>	08/2024
		<b>Last Revised:</b>	04/2025
<b>Department:</b>	Animal Shelter	<b>Starting Wage:</b>	\$13.64/hr
<b>Reports To:</b>	Carbon County Sheriff	<b>Post-Probation Wage:</b>	\$15.00/hr
<b>Classification:</b>	Full Time	<b>Probationary Period:</b>	6-Months
<b>FSLA Status:</b>	Non-Exempt	<b>Benefited:</b>	Yes

### Overall Responsibility:

Enforces local and state laws and ordinances concerning the care, use, treatment, licensing, and impounding of animals. Conducts investigations and inspections, citations and warnings, and reports daily activities. Educates the public about relevant animal regulations and humane animal care. **Must be knowledgeable of and compliant with County Ordinances and State and Federal Laws relating to the operations and practices and protocols of the Humane Society.**

### Key Tasks and Responsibilities:

- Routinely patrols designated areas enforcing local and state animal laws and ordinances.
- Responds to dispatched calls in priority order and determines appropriate action (must reside within a 10 mile limit of the Price City).
- Apprehends and confines stray, injured, and nuisance domestic and wild animals in the most safe, humane, and approved manner possible.
- Administers emergency first aid.
- Euthanizes animals if necessary and permitted.
- Transports animals to the shelter.
- Prepares animals for rabies testing if determined necessary.
- Prepares animals for and administers vaccinations.
- Disposes of dead animals.
- Educates the public while in the field regarding responsible pet ownership and animal laws and ordinances.
- Arbitrates disputes if possible.
- Issues warnings and citations when necessary.
- Appears for scheduled court dates and testifies regarding civil infractions, custody hearings, and cruelty charges.
- Coordinates efforts with other community agencies and professionals such as police officers, court officials, and veterinarians.
- Conducts general investigations of animal-related problems such as barking dogs, failure to contain complaints, livestock kills, and possible cruelty situations.
- Prepares detailed, written investigative reports that may be introduced as legal court evidence.
- Assists in shelter cleaning and maintenance and the care of impounded animals.
- Inspects and cleans department vehicle and equipment daily and reports problems.
- Assists callers with information regarding situations such as nuisance or trapped animals and answers questions about animal control policies and laws.
- Other duties as assigned.

**Skills and Attributes:**

- Must strive to balance of meeting the needs of public health, safety, and welfare with the need to provide humane care for the animals in our responsibility.
- Must deal in a professional, calm, and polite manner with the public – sometimes under extreme stress.
- May have to make on the spot decisions dealing with large or dangerous animals.
- Must be able to deal with potentially hazardous and emotional situations.
- Must be able to develop and maintain effective working relationships with the public, fellow employees, supervisors, and outside agencies.
- To perform this job successfully, an individual must be able to carry out each essential duty and task satisfactorily.
- Demonstrate animal health and well-being knowledge, skills, and abilities, to include: care of domestic and wild animals, knowledge of animal diseases, skill in performing euthanasia, ability to determine breeds, species, sex, and age. Ability to recognize signs of animal neglect, abuse, and cruelty.
- Knowledge of law enforcement techniques, principles, and practices.
- Knowledge of local and state animal laws, and of court procedures.
- Knowledge in euthanasia methods and techniques.
- Skill in animal capture and restraint methods, and the ability to interpret animal body language.
- Ability to maintain effective working relationships with other community professionals and county employees.
- **Errors in judgment and action could cause serious liability problems for the County and potentially pose hazard to life and limb, to oneself, shelter employees, volunteers, and the public at large.**

**Requirements:**

- Requires U.S. Citizenship and a person to be at least 18 years of age.
- Requires a high school diploma or GED equivalent.
- Must never have been convicted of a felony, nor of a Class A misdemeanor, nor of a Class B Misdemeanor of DUI within the last five (5) years.
- Previous animal control or law enforcement experience preferred.
- Computer skills required.

**Mental/Physical Requirements May Include:**

- Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to use basic math.
- Ability to read related journals.
- When talking, one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Able to hear average or normal conversations and receive ordinary information.
- Average, ordinary visual acuity is necessary.
- Able to deal with complex variables.
- Emotional stress due to euthanasia may occur.
- Must be able to lift 25 pounds on a regular basis and up to 50 pounds on an occasional basis.

**Working Conditions May Include:**

- Work may be performed outside and in all types of weather conditions, including inclement weather.
- May be called out at odd times and hours.
- May involve hazardous situations.

**EEO Statement:**

Carbon County is an equal opportunity employer. It is the policy of Carbon County to assure equal employment opportunity to its employees and applicants without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, genetic status, or gender identity.

**Disclaimer:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Key tasks and responsibilities, and other details contained in this job description can be subject to change at any time with growth and departmental changes.

This job description has been approved by the Human Resources Department in consultation with the Department Head/Supervisor. Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

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Candidate/Employee Printed Name

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Date

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Candidate/Employee Signature