



## Human Resource Division

Eileen F. Sedillo  
Human Resource Supervisor

Chris A. Najjar  
Chairman - District 5

Janice C. Varela  
Vice-Chair - District 2

Rock G. Ulibarri  
Commissioner - District 1

Arthur J. Padilla  
Commissioner - District 3

Maria L. Martinez  
Commissioner - District 4

Vidal Martinez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for Animal Control Officer with San Miguel County Sheriffs Division. Under the direction of the Sheriff, Under Sheriff and/or proper chain of command. The Animal Control Officer is responsible for the removing, caring for, and disposing of unwanted animals within San Miguel County. Work involves responsibility for answering complaints involving unwanted or escaped animals and/or removing, caring for and disposing of them. Must be able to work independently with the framework of the San Miguel County Animal Control Ordinance and San Miguel County Sheriff's Office Standard Operating Procedures. Must obtain certifications as an Animal Control Officer by the New Mexico Animal Control Association within a one year period after obtaining employment at the San Miguel County Sheriff's Office.

#### LAW ENFORCEMENT POSITIONS RANGE I:

Salary: \$25,000.00  
Status: Classified Position  
FLSA: Non Exempt Position



Deadline for Applications is Friday, April 20, 2018 at 3:00 p.m. Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or you may obtain one by logging on to San Miguel County Web Site at [co.sanmiguel.nm.us](http://co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
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Gary Gold, Sheriff

  
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Vidal Martinez, Ed. D., County Manager

  
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Eileen Sedillo, Human Resource Supervisor

4/16/18

Date

4/10/18

Date

4.10.18

Date

Published: April 13, 2018



*Anthony Madrid*  
*Under Sheriff*

# *San Miguel County Sheriff*

## *Sheriff Gary Gold*



## **JOB DESCRIPTION**

### **ANIMAL CONTROL OFFICER**

#### **LAW ENFORCEMENT POSITIONS RANGE I:**

**Salary:** Entry Level \$25,000.00  
**Status:** Classified Position  
**FLSA:** Non-Exempt

#### **GENERAL STATEMENT OF DUTIES**

The San Miguel County Animal Control Officer is responsible for the removing, caring for, and disposing of unwanted animals within San Miguel County. Work involves responsibility for answering complaints involving unwanted or escaped animals and/or removing, caring for and disposing of them. Work independently within the framework of the San Miguel County Animal Control Ordinance and San Miguel County Sheriff's Office Standard Operating Procedures.

#### **SUPERVISION**

The San Miguel County Animal Control Officer is under direct supervision of the Sheriff, Under Sheriff, and/or designee. Finished products or tasks are reviewed for adequacy. Guidelines include agency policy and procedure, equipment maintenance/ safety manuals, motor vehicle laws, oral instructions, and also written instructions.

#### **RESPONSIBILITIES AND DESCRIPTION FOR WORK PERFORMED**

- Initiates and investigates calls and complaints involving animal control and San Miguel County Ordinance violations.
- If commissioned as a Deputy, must be able to accurately and efficiently enforce all municipal, county, state, and federal laws. This includes preparing and filing all proper documentation.
- Patrols assigned residential and commercial areas by vehicle or foot and enforces animal control ordinances.
- Obtains and processes all necessary court documents in the performance of duties and the furtherance of enforcement action.
- Prepares offense/incident and investigation reports. Records facts and prepares reports to document incidents and/or activities.



*Anthony Madrid*  
*Under Sheriff*

# *San Miguel County Sheriff*

## *Sheriff Gary Gold*



- Conducts follow-up investigations in regards to animal control issues and/or San Miguel County Ordinance violations.
- Testifies in court to present evidence and/or act as a witness.
- Provides information to citizens regarding San Miguel County Ordinances, more specifically those pertaining to animal control.
- Proficiently operate and maintain all equipment necessary in the performance of duty.
- Shall follow all San Miguel County and Departmental Rules, Regulations, Policies, Procedures, etc.
- Compile and generate statistical reports.
- Communicating and working proficiently with other agencies.
- Perform other work related duties required or assigned by the Sheriff, Under Sheriff, and/or his or her designee.

### **EDUCATION AND EXPERIENCE**

- High School graduate or GED.
- Must not have any felony convictions, which may be a conflict of interest to the position.

### **SPECIAL SKILLS OR REQUIREMENTS:**

- Obtains certification as an Animal Control Officer by the New Mexico Animal Control Association within a one-year period after obtaining employment at the San Miguel County Sheriff's Office.
- Preferably must be able to successfully graduate and complete the New Mexico Law Enforcement Academy within a one year period if commissioned as a Deputy at the San Miguel County Sheriff's Office.
- Demonstrates the ability to perform the duties at a professional level. Ability to give and follow oral and written instructions in a clear and precise manner.
- Possess a valid New Mexico Motor Vehicle Driver's License at the time of hire and be insurable by the County's insurance carrier.



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*Under Sheriff*

# *San Miguel County Sheriff*

## *Sheriff Gary Gold*



- May be required to pass a physical examination and meet physical fitness requirements designated by the Sheriff.
- Ability to enforce San Miguel County animal control ordinances in a fair and impartial manner.
- Ability to read, understand, and execute oral and written instructions and ordinances.
- Ability to work outdoors for extended periods, often under unfavorable weather conditions.
- Ability to exert the physical effort required to handle large and/or injured animals.
- Ability to deal with the public, under potentially difficult and emotional circumstances, in a tactful, pleasant, and courteous manner.
- Ability to operate a computer and software to enter data, access computer files, compile and generate reports.
- Position classified as a safety-sensitive position subject to San Miguel County's drug and alcohol testing guidelines and procedures.

### **PHYSICAL REQUIREMENTS:**

**Primary Work Position:** Walk 50% Sit 20% Run 30% Stand 20% Kneels 5% Squats 5%

### **SPECIFIC MOVEMENT:**

**Trunk:** Bends frequently.

**Arms:** Occasionally carries 40 lbs. to 50 lbs. Lifts floor to waist 100 lbs. maximum.

**Legs:** Bends, walks, squats, and kneels.

**Hands:** Gross Dexterity, occasionally, Grasp/manipulate, frequent speed required, often bilateral coordination, and continuous eye/hand coordination.

### **ENVIRONMENTAL CONDITIONS**

Works outside in varying weather conditions. Subject to falls and bruises, considerable physical activity, and irregular working hours. Work may be performed in rough terrain and/or inclement weather conditions. Willingness to accept change of geographical assignment. Works inside an



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office setting in order to insure proper record keeping of job responsibilities is addressed and communication with the general public and public officials.

**JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS: April 29, 15**

EMPLOYEE

*[Signature of Gary Gold]*  
SHERIFF

DATE

5/7/15  
DATE

*[Signature of Luke Jellison]*  
HUMAN RESOURCE DIVISION SUPERVISOR

5/4/15  
DATE

*[Signature of County Manager]*  
COUNTY MANAGER

5/11/15  
DATE