**MESCALERO APACHE TRIBE**

**M**ESCALERO **C**ONSERVATION **L**AW **E**NFORCEMENT **D**EPARTMENT

P.O Box 227 Mescalero, N.M 88340

Phone (575) 464-4494 fax (575) 464-9220

**EMPLOYMENT ANNOUNCEMENT**

**POSITION: ONE (1) Animal Control Officer (ACO)**

**EMPLOYER: Mescalero Apache Tribe**

**PLACE OF EMPLOYMENT: Mescalero Conservation Law Enforcement Department, Mescalero Apache Reservation, Mescalero, New Mexico.**

**SALARY: $12.00 per hour & upon completion of N.A.C.A. training pay will increase to $16.00 (Certified Animal Control Officer-National Animal Control 1).**

**OPENING DATE: 2/21/2023 CLOSING DATE: March 3, 2023**

**POSITION DESCRIPTION:**

**Animal Control Officer is responsible for the protection of the Reservation resources and the enforcement of Tribal Laws, Regulations, and Ordinances concerning Livestock, domestic/feral animals and will be authorized to investigate all complaints of vicious, stray, unwanted and wounded domesticated and feral animals in the residential communities of the Mescalero Apache Reservation and to capture, detain and/or dispose of such animal(s) as determined by the owner, Tribal Court Judge or decision of the Mescalero Conservation Law Enforcement Department Chief.**

**DUTIES AND RESPONSIBILITIES SUMMARIZED:**

1. **Responsible for enforcing Tribal Laws and ordinances pertaining to Livestock, Canines/Felines or Domestic animals/reptiles, by filing either criminal complaints or issuing civil citations in the Tribal Court against persons(s) found in violation of those laws and ordinances.**
2. **Will prepare reports and documents in conjunction with any violations.**
3. **Will hold in quarantine and care for any animal captured while investigating or acting under the enforcement of Tribal Laws, Regulations, and Ordinances.**
4. **Responsible for all the disposals of animal that are determined to be vicious and uncontrollable and will have discretion in placing any healthy animals, that are not a danger to the public, with any interested person who will take responsibility for the ownership and welfare of the animal.**
5. **Complete investigations of complaints and will take necessary actions to resolve violations. Incumbent will note and record all conditions of animal(s)/livestock captured and quarantined and will present such records as evidence in Tribal Court to assist the Tribal Court Judge in the decision-making procedure.**
6. **Work with various Tribal and Federal Agencies and Departments to determine safety needs in controlling any outbreaks of infectious diseases on the Reservation that could have an impact on the general public and other domestic animals including livestock.**
7. **Will cooperate and assist other related branches and Law Enforcement Agencies and will appear in court to give testimony, to present evidence or file complaints.**
8. **Must be willing to take and pass training courses pertinent to the position (travel required).**
9. **Involve himself in Community education and assist the Indian Health Services Department personnel with vaccination projects and keep records of all incidents requiring his services.**
10. **Submit daily logs and monthly reports, incident reports, investigative reports, vehicle reports and any other reports that may be required in the performance of his duties.**
11. **Comply with the established performance standards and instructions for the staff members and Conservation Officers and performs other related duties as assigned.**
12. **Will become certified in the use of chemicals to help prevent the spread of diseases to other animals and livestock.**

**QUALIFICATIONS:**

1. **Indian Hiring Preference per Tribal Ordinance 06-02.**
2. **Must be 21 years of age or older.**
3. **Must have a high school diploma or GED.**
4. **Must have basic computer skills (Word, Excel) and be able to type**
5. **Must be able to pass a Pre-Employment Drug Screening, which will be at the applicant’s expense and is non-refundable. Drug test must be turned in with application.**
6. **Must possess a valid New Mexico driver’s license.**
7. **Must be able to operate a Tribal vehicle and a two-way radio.**
8. **Must have knowledge of the Mescalero Apache culture and geographic area of the Mescalero Apache Reservation.**
9. **Must be kind and courteous to general public on and off duty, be willing to give correction and/or issue citations to any person violating laws.**
10. **Must be willing and available for off-duty call back and able to perform any duties as assigned.**
11. **Must not have been convicted of any misdemeanors in the last three years and/or must not have been convicted of any felony or domestic violence crimes. A background check will be conducted.**
12. **Must sign and adhere to Conservation Department Code of Conduct requirements.**
13. **MUST COMPLETE National Animal Control Association Level 1 within 1 Year of employment.**

**How to Apply:**

**Submit Resume or complete a Mescalero Conservation Job application to Human Resources Department at 101 Central Ave. Mescalero, NM 88340.**