



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: Animal Control Officer
Department: Conservation Law Enforcement Department
Employment Status: Non-Exempt **Grade:** \$10.00 per hour upon completion of N.A.C.A. training pay will increase to \$12.50 (Certified Animal Control Officer).
Opening date: August 02, 2021 **open until filled**

Job Summary

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. 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.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Responsible for enforcing Tribal Laws and ordinances pertaining to Livestock, Canines/Felines or Domestic animals/reptiles, by filing criminal complaints or issuing civil citations in the Tribal Court against persons (s) found in violation of those laws and ordinances.
- Will prepare reports and documents in conjunction with any violations.
- Will hold in quarantine and care for any animal captured while investigating or acting under the enforcement of Tribal Laws, Regulations, and Ordinances.
- 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.
- Complete investigations of complaints and will take necessary actions to resolve violations. Incumbent will note and record all conditions of animal(s)/livestock captured, quarantined, and will present such records as evidence in Tribal Court to assist the Tribal Court Judge in the decision-making procedure.
- 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.
- 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.
- Must be willing to take and pass training courses pertinent to the position (travel required).

- Involve himself in Community education, assist the Indian Health Services Department personnel with vaccination projects, and keep records of all incidents requiring his services.
- 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.
- Comply with the established performance standards and instructions for the staff members and Conservation Officers and performs other related duties as assigned.
- Applicant will become certified in the use of chemicals to help prevent the spread of diseases to other animals and livestock.
- Performs other duties as assigned.

Minimum Qualifications

- **Indian Hiring Preference per Tribal Ordinance 06-02.**
- **Must be 21 years of age or older.**
- **Must have a high school diploma or GED.**
- **Must have basic computer skills (Word, Excel) and be able to type**
- **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. Must possess a valid New Mexico driver's license.**
- **Must be able to operate a Tribal vehicle and a two-way radio.**
- **Must have knowledge of the Mescalero Apache culture and geographic area of the Mescalero Apache Reservation.**
- **Must be kind and courteous to public on and off duty, be willing to give correction and/or issue citations to any person violating laws.**
- **Must be willing, available for off-duty call back, and able to perform any duties as assigned.**
- **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.**
- **Must sign and adhere to Conservation Department Code of Conduct requirements.**

Tribal preference; Native American Indian preference; Veteran preference shall apply to all positions.

Knowledge, Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to work independently.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to handle or feel; ability to reach with hands and arms, and smell. The employee frequently is required to stoop, kneel, crouch, or crawl; must be able to talk and hear. The employee occasionally is required to sit; climb or balance.

How to Apply:

Complete a Job application to Human Resources Department at 108 Central Ave. Mescalero, NM 88340.