

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Enforcement Assistant	Department:	Animal Care & Control
Requisition Number:	2017103		
Hours:	25 Hours Per Week	Rate of Pay:	\$11.19 per hour
Date Posted Up:	04/13/17	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Office Supervisor, incumbent provides support to the enforcement and animal care division without infringing upon any duties that would require a police commission to perform them.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes division reporting and permit processing;
- Files paperwork that is essential to the day-to-day functions of the agency;
- Transports temperament tested animals to and from veterinarians for various services;
- Picks up money/receipts from tag sales on a weekly basis;
- Performs field property checks on adoptions;
- Communicates effectively to maintain an optimum working relationship and serve as a departmental representative;
- Purchases and delivers donations and office supplies;
- Transports vehicles to the garage for service;
- Maintains clean and sanitary equipment and vehicles;
- Operates radio base station to dispatch instructions and receive relay information from departmental staff and officers;
- Utilizes Chameleon software and must be proficient in Microsoft Office, including Word and Excel;
- Performs all duties in accordance with City and Animal Care and Control;
- Handles animals in a humane manner as dictated by departmental regulations;
- Works under adverse conditions including extremes of temperature, humidity, and fumes;
- Performs assigned duties, which require bending, twisting, climbing, and lifting 50 pounds on a regular basis;
- Provides professional customer service to the general public, governmental agencies, private enterprise, consultants, professionals and others doing business or making inquiries with Animal Care and Control;
- Assist customers on a daily basis on the telephone and at the counter who are looking for lost pets, surrendering their own pets, or bringing in pets that they found as well as inform and educate customers of City ordinances relevant to operating policies and procedures;
- Issue citations, court summons, and warnings to violators;
- Cross trains other office positions in order to assist in heavy customer volume periods;
- Is required to provide clerical support as needed depending on customer volume;
- Types 35 words per minute;
- Maintains a valid Indiana Driver's License as City vehicle will be used.

MARGINAL RESPONSIBILITIES

Any and all other duties and assignments as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience;
- Communication skills conducive to maintaining optimum working relationships and serving as a departmental representative;
- Ability to cross train to other office positions in order to assist in heavy customer volume periods;
- Basic clerical and computer word processing skills;
- Ability to type 35 words per minute.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Will be reading and interpreting legal documents.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license, a City vehicle will be used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Does not need animal handling experience but will do some transports of socialized adoptable animals. Should not be afraid to handle animals in a very limited fashion.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate. Entering the building's kennels will raise the noise level.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.