

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Sheriff

Job Title: Legal Process Server/Animal Control

Reports to: Sheriff

Level/Grade: 21

(\$16.3677 probation rate)

(\$17.1860 after probation)

Type of position:

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire
- Grant/Contract

Hour 40 /Week

- Classified
- Unclassified

General Description:

The employee must research subpoenas and summons to verify address, employer or other information necessary to serve court documents, distribute court documents, notices or other legal correspondence to the District Court, Justice Court and other jurisdiction, locate persons and serve them courts related papers or other legal documents and information, and ensure all court requirements are met.

The employee must establish schedules and methods for effective animal control operations; receive and respond to animal complaints and take appropriate action, including animal abuse; patrol county streets and roads canvassing for unlicensed animals; apprehend stray or at large animals for impoundment; monitor violations of animal control county and state ordinances; impound and quarantine animals as required; contact medical staff to treat injured animals as appropriate; determine ownership of animals at large; handle vicious animals or irate citizens, utilizing officer safety; citations; maintain records on violations; testify in court; and pick up deceased animals in roadways; pick up animals caught in traps. Research computer files for prior records and licensing information; receive lost and found animal reports; assist visitors in locating missing pets; maintain communication with the dispatch center; contact staff to provide assistance as needed; maintain and prepare clear, accurate and concise logs, records and reports. The employee must perform all duties with minimal supervision; possible be required to work irregular hours, attend job related meetings, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification. Criminal or non-criminal investigative experience. Minimum of one year animal care and/or control experience.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Investigative skills, good communication skills with the public, courts, and other officers.
- Serve subpoenas and other court orders
- Enforce county ordinances and state laws regarding animal violations.
- Works well under stress, make complex decisions, follow directions, and good public relations.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office/field environment.
- Exposure to inclement weather conditions, a variety of domestic and wild animals, waste and infectious materials, and may encounter hostile environment.
- Work schedules will include shift, evening, weekend, holiday and on-call hours. Travel is required.
- Telephone, radio, patrol vehicle, copy machine, firearm, flashlight, lights/siren/PA system, animal traps, animal securing devices, first aid kit, and fire extinguishers.

Work Environment:

Primary Work Site: Inside (25%) Outside (75%)
Temperature Factors: 0-05 degrees - depending upon weather conditions
Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
Vibrations: (x) Body strain from repeated motion or shock (x) Intermittent - minimal
Air Quality Factors:(x) Fumes (x) Dusts (x) Odors
Working Surface:(x) Even (x) Flat/Hard (x) Stairs (x) Ladders (x) Dry
(x) Wet (x) Natural Ground
Relationships with Co-workers:(x) Works alone with or without directions (x) Works with a group

Specific Movements: Rate Occasionally - X Frequently - XX Constantly - XXX

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs 50 (x) Carry, # of lbs 50#
Arms:(x) Reach (x) With arms extended (x) With arms bent (x) Carry, # of lb 50#, distance 60'
(x) Twist/Rotate (x) Push/Pull, # of lbs 50#
(x) Lift from floor to waist, # of lbs 50# (x) Lift from waist to overhead, # of lbs 50#
(x) Lift horizontally, # of lbs 50# (x) Drag 175 # for 15'
Legs: (x) Lift, # of lbs 50# (x) Balance (x) Twist/Rotate (x) Foot Control
(x) Push/Pull, # of lbs 50# (x) Running
Hands: (x) Gross Dexterity (x) Finger Dexterity (x) Speed required
(x) Bilateral Coordination (x) Grasp/Manipulate
Eyes: (xx) Eye/Hand coordination

Comments on Physical Requirements:

- Good vision, hearing, and reflexes.
- Able to lift a minimum of 25 pounds.
- Able to restrain or capture animals ranging in weight greater than 100 pounds.
- Must pass physical agility test, able to handle stress and respond appropriately in stressful conditions.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

Approved by: Robert Shepperd

Date Posted: _____

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____