

City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **Enforcement Service Specialist (Animal Control)** for the City of Las Vegas Community Development Department.

Entry Level: \$11.41

Nature of Job: The principal function of an employee in this class is to perform field work in the enforcement and investigation of the City of Las Vegas **animal control** ordinance and code violations in accordance with the ordinances as well as office work in maintaining related documents and records required. Shift work (day shift/swing shift/graveyard shift) and weekend work will be required. Duties require walking or driving in all areas of the City in all weather conditions; fair and impartial enforcement of the municipal code violations and animal control ordinance; and the ability to deal tactfully and effectively with the public; animal owners and alleged offenders. Due to federal, state and departmental laws and/or regulations, must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School diploma or equivalent; Must possess a valid NM driver's license and be insurable by the City's insurance carrier. Must possess good interpersonal skills to establish effective working relationships with the general public, contractors, city departments and outside organizations. Must have excellent analytical skills and communication skills.

Posted: General Public: June 21, 2018 until filled.

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Ann Marie Gallegos, Interim City Manager



Human Resource Manager