

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Animal Warden

**SALARY RANGE:** AFSCME 329 Pay Range: Grade H-41 (\$21.90 - \$23.09)  
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- . Capture, care for, and/or dispose of vicious, sick, loose, or dead animals/wildlife.
- . Respond to citizen complaints about animals or animals causing a nuisance.
- . Capture animals and return it to their owner or remove animal to custody or if animal is no longer living, prepare and dispose of animal in the disposal area.
- . Release animals to claimants or arrange to put the animal to death; prepare and maintain records and reports of complaints and investigations.
- . May arrange for preservation of animal bodies for laboratory examination.
- . Investigate violations of City ordinances and State law regarding animals; complete police reports on animal complaints.
- . Present information to the City Attorney's or County Prosecutor's Office for criminal prosecution or other appropriate court action.
- . Assist in the prosecution of animal cases or other court action.
- . Issue Appearance Tickets to persons in violation of City Animal Ordinances.
- . Operate City vehicles; Performs other duties as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- . Must be a high school graduate or equivalent.
- . Working knowledge of the handling, feeding, and care of dogs and other animals; Some knowledge of the laws and regulations pertaining to animal custody, quarantine and disposal of animals a plus.
- . Physical condition to perform the essential function of this position.
- . Ability to apprehend stray animals
- . Excellent communication and interpersonal skills essential to investigate complaints and write police reports.
- . Must be available for shift work.
- . Must be able to obtain a Department of Agriculture Certificate within 3 months of date of hire.
- . Documented minimum 100 hours working with animals.
- . Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards and have the skill and ability to operate a light truck.
- . Must possess a Concealed Pistol License or be able to be certified for a Concealed Pistol License.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen, Southfield MI 48076

Applications may also be downloaded from [www.cityofsouthfield.com](http://www.cityofsouthfield.com).

City of Southfield Application Packet must Be Received in the Human Resources Department no later than 5:00 P.M. Friday,

**January 3, 2020**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr Dated: December 2, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.