

JOB POSTING

POLICE DEPARTMENT

TEMPORARY ANIMAL CONTROL OFFICER

OCTOBER 20, 2026

An opening for the position of **Temporary Animal Control Officer** exists in the Pest Control Division of the Laurel Police Department, City of Laurel, MS.

Purpose of the Position

To assist with animal control operations, including responding to complaints, capturing and handling stray or unwanted animals, maintaining animal shelter facilities, and supporting the enforcement of applicable animal control ordinances and regulations.

Essential Duties and Responsibilities

Perform Animal Control and Enforcement Duties

- Patrol assigned areas and respond to complaints involving stray, loose, or unwanted animals.
- Safely capture, handle, and transport animals in accordance with departmental procedures.
- Respond to animal control calls during assigned on-call periods.
- Complete and maintain accurate records and documentation for animals received at the shelter.
- Provide food, water, shelter, and routine care for animals in departmental custody.
- Provide basic animal care and notify the supervisor or veterinarian when medical attention is necessary.
- Issue warnings to animal owners regarding violations of applicable animal control ordinances.
- Prepare incident reports, affidavits, and other documentation required for municipal court proceedings.
- Submit required documentation to appropriate personnel and agencies.
- Appear in court and provide testimony when subpoenaed.

Maintain Animal Shelter Facilities

- Clean and maintain animal cages, kennels, and shelter areas to promote sanitary conditions.
- Perform minor repairs to cages, kennels, and shelter equipment as needed.
- Apply approved cleaning and disinfecting products in accordance with established safety procedures.
- Assist veterinarians with animal euthanasia procedures as directed and authorized.

Maintain Departmental Grounds and Equipment

- Perform routine groundskeeping duties, including mowing, trimming, debris removal, and general upkeep of departmental property.
- Assist with planting, watering, weeding, and maintaining landscaped areas as needed.
- Inspect assigned vehicles and equipment to identify maintenance or safety concerns.
- Check and maintain appropriate fluid levels, including fuel, oil, and coolant.
- Perform routine cleaning, preventive maintenance, and minor equipment repairs as assigned.
- Report equipment malfunctions and maintenance needs to the supervisor.

Perform other duties as directed

Job Context

The Temporary Animal Control Officer is a full-time, temporary position within the Pest Control Division of the Laurel Police Department. The position is established to meet a temporary operational need and does not constitute a permanent employment appointment. Employment may conclude upon completion of the City's operational need, subject to applicable law and City policy.

The position reports directly to the Animal/Pest Control Supervisor, receives daily supervision, and has no supervisory responsibilities.

The position generally maintains a regular work schedule, with flexibility required to accommodate departmental operational needs. The position does not involve regularly scheduled shift work but requires participation in rotating on-call assignments and availability to respond to animal control matters outside scheduled working hours.

The Temporary Animal Control Officer is responsible for safely performing assigned duties, following established departmental procedures, and complying with applicable safety requirements, City ordinances, and state and federal laws.

Certification, Education, and Experience

Certification: A valid Mississippi driver's license is **required**.

Education: A high school diploma or equivalent is **required**.

Experience: Prior experience in animal control, animal care, law enforcement support, or a related field is *preferred*.

Knowledge, Skills, and Abilities

Knowledge:

- Basic animal handling, restraint, care, and shelter procedures.
- Animal behavior and safe methods for capturing and transporting animals.
- Applicable animal control ordinances, regulations, and enforcement procedures.
- Proper handling, use, and storage of cleaning chemicals, disinfectants, insecticides, and pesticides.
- Basic pest control methods and procedures.
- Safe operation and routine maintenance of departmental vehicles, tools, and equipment.
- General familiarity with City streets, neighborhoods, and geographical boundaries.
- Applicable workplace safety standards and departmental safety procedures.
- Basic recordkeeping, report preparation, and mathematical operations.
- General functions and operations of municipal government.

Skills and Abilities:

- Safely capture, restrain, handle, and transport animals.
- Recognize potentially aggressive, injured, or distressed animals and respond appropriately.
- Perform routine animal care, shelter cleaning, groundskeeping, and equipment maintenance duties.
- Prepare accurate incident reports, affidavits, and other required documentation.
- Provide clear and accurate testimony in municipal court proceedings.
- Communicate effectively, both verbally and in writing, with supervisors, coworkers, residents, and other City personnel.
- Respond appropriately to emergencies, animal-related hazards, and potentially hostile situations.
- Organize assigned work, prioritize responsibilities, and complete required tasks within established timeframes.
- Work independently when necessary while following supervisory instructions and departmental procedures.
- Cooperate effectively with other employees and maintain professional working relationships.
- Maintain confidentiality when handling sensitive departmental information.
- Exercise sound judgment, resolve routine problems, and adapt to changing operational demands.
- Maintain professionalism and composure when addressing complaints, conflicts, or stressful situations.
- Follow applicable City policies, departmental procedures, and established safety requirements.

Physical Requirements

The Temporary Animal Control Officer must be able to perform the physical functions associated with assigned duties, including, but not limited to, the following:

- Ability to frequently walk, run, bend, stoop, crouch, kneel, and climb as required.

- Ability to stand, walk, or sit for extended periods.
- Ability to reach and extend arms in various directions and use hands and fingers to grasp, hold, handle, and manipulate animals, tools, equipment, and materials.
- Ability to physically restrain, lift, carry, and transport animals and equipment as required by assigned duties.
- Hearing ability sufficient to communicate effectively in person, by telephone, and over departmental communication devices.
- Visual ability sufficient to observe surroundings, identify animals and potential hazards, and safely perform assigned duties.
- Ability to operate a motor vehicle and drive for extended periods when necessary.
- Ability to perform physically demanding activities indoors and outdoors under varying weather conditions.

Work Environment

The Temporary Animal Control Officer performs approximately 20% of assigned duties indoors and 80% outdoors. Work locations include City streets, residential and commercial properties, animal shelter facilities, departmental grounds, and other locations requiring animal control services.

The position involves frequent interaction with animals, residents, departmental personnel, and the general public. Working conditions may include exposure to varying weather conditions, animal bites and scratches, aggressive or frightened animals, unpleasant odors, noise, and potentially hazardous environments.

Daily exposure to chemicals, cleaning products, insecticides, pesticides, animal bodily fluids, and other potentially hazardous or infectious materials may occur. Appropriate safety procedures and protective equipment must be utilized when performing assigned duties.

The work environment may be physically demanding and involves stress levels ranging from moderate to high depending on animal behavior, emergency situations, public interaction, and operational demands.

Additional Information

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary

\$15.23 per hour

Application Process / Required Documents

To complete an application, all required documents must be submitted to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- **Valid Mississippi Driver's License**
- **Social Security Card**
- **High School Diploma or Equivalent *Required***

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.