



# CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS  
FROM: HUMAN RESOURCES  
RE: JOB OPENING – ANIMAL CONTROL OFFICER

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## **ANIMAL CONTROL OFFICER - WEST MEMPHIS ANIMAL SHELTER**

A full-time **ANIMAL CONTROL OFFICER (ACO)** is needed to help enforce local ordinances concerning the care, use, treatment, selling, licensing and impounding of animals. The ACO works with local law enforcement to obtain warrants for aggravated cruelty where necessary. The ACO conducts investigations and inspections, issues citations and warnings, and reports daily activities. The ACO also educates the public about relevant animal regulations and humane animal care. The ACO performs other shelter related duties as the needs of the shelter dictates. This position requires on-call availability and working weekends.

### **Minimum Qualifications and Requirements**

- Must have a High School Diploma or GED;
- Must possess a valid driver's license and have a good driving record;
- One (1) year of experience in the care of domestic animals preferred;
- Must possess an AR Certification of Training for Animal Euthanasia within six (6) months of employment;
- Successful Drug Screen and Background Check Required.

### **This is a full-time position with benefits, such as:**

- Eleven (11) Paid Holidays a Year
- Health, Dental, Vision and Life Insurance
- Retirement Plan with 6% Employer Contribution

### **Applications are available:**

Online at [www.westmemphisar.gov](http://www.westmemphisar.gov)

**Applications accepted until the position is filled.**

**The City of West Memphis is an Equal Opportunity Employer (EOE).**