



MISSISSIPPI BAND OF CHOCTAW INDIANS
CHOCTAW ANIMAL CONTROL PROGRAM
PHONE (601) 663-7828 / FAX (601) 663-7829
125 RIVER RIDGE CIRCLE / P. O. BOX 6010
CHOCTAW, MS 39350

“AMENDMENT”

JOB ANNOUNCEMENT #306094

JOB TITLE: Animal Control Officer [1 – Position]
SALARY: Grade 9
OPENING DATE: AUGUST 13, 2025 **AUG 13 2025**
CLOSING DATE: AUGUST 27, 2025 OR UNTIL FILLED
SUPERVISOR: Director/Deputy Director of Public Safety
LOCATION: Animal Control Office
TYPE OF EMPLOYMENT: Regular, Full Time, Non-Exempt

SCOPE OF SERVICE:

The Animal Control Officer is responsible for answering complaint calls from the public and resolving complaints through enforcement or mediation, investigating animal bites and issuing quarantines, as necessary and assisting injured or sick animals. The Animal Control Officer's work involves capturing, confining, and euthanizing stray, diseased, and nuisance animals. It is required that this individual is able to work independently and provide service's after normal working hours. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting animals, chasing fleeing animals, crouching or crawling, running, walking, standing or sitting for extended periods of time, moving deceased animals, and operating assigned equipment. Part-Time Animal Control Officer(s) will not work more than 30 hours a week and 60 hours in a pay period, unless approved by a supervisor.

DUTIES AND RESPONSIBILITIES:

1. Enforces tribal ordinance governing the licensing, impounding and treatment of animals.
2. Responds to and investigates calls of stray, unlicensed, sick, injured, and dangerous animals within the boundaries of the reservation.
3. Maintains animal control shelter, vehicle and supplies involved with animal control; performs various activities at the animal control shelter, including feeding, watering and maintaining animals in a sanitary environment while detained.

4. Enforces all applicable state and tribal laws and ordinances pertaining to rabies and animal control.

DUTIES AND RESPONSIBILITIES (continued)

5. Ensures that unwanted animals are humanly disposed of according to existing laws and ordinances.
6. Communicates with public, tribal officials, health authorities, and tribal employees concerning animal control matters.
7. Issues warning and/or citation to owners of animals who do not comply with tribal ordinances. Include testifying in hearing and court proceedings.
8. Responds to bite case and holds animals for observation when necessary; patrol communities to minimize nuisance animals.
9. Maintains records pertaining to collection of animals and nuisance animal activities.
10. Prepares various reports on daily activities, vehicle use, expense and repairs.
11. Promotes and presents educational, interpretive and informational program on animal control to schools, civic and community groups and other organizations.
12. Apprehend violators of tribal animal ordinance.
13. Perform other duties as assigned by Sergeant Wildlife Officer or Director.

QUALIFICATIONS:

1. Good communication skills, both oral and written.
2. Able to speak Choctaw and English.
3. Preference will be extended to qualified Indian applicants
4. Valid Mississippi driver's license and liability insurance is required.
5. High school diploma or GED.

WORK ENVIRONMENT:

The Animal Control Officer may be required to reside within an assigned Choctaw Community, but is expected to provide service in any community or at any other location when assigned.

INTERVIEW PROCESS:

Individuals cleared to interview will be expected to go through a three phase interview process, which includes an (1) Oral Interview, (2) Physical Battery Exam and (3) Background Investigation. Refusal to any portion of the Interview voids the individual from further consideration for the position.

SPECIAL REQUIREMENTS:

Applicant must be at least twenty-one years of age at time of appointment; possess and maintains a valid Mississippi Driver's License; meet any and all minimum standards of employment as set forth by the Federal Law Enforcement Academy; have neither a conviction nor plea of guilty or nolo contendere for a felony at any time or a misdemeanor within the past year; have not been discharged under dishonorable conditions from any branch of the U.S. armed services; receive a favorable background investigation report; upon appointment and on a schedule basis, pass a physical examination conducted by a licensed physician and meet minimum physical qualification standards; upon appointment and on a random selection basis, pass an alcohol/drug test conducted by a certified laboratory.

Applicant must be a graduate of, or have the willingness and ability to graduate from, within one year, the Basic Police Officer Training Course at the Indian Police Academy or a similar course substantially meeting or exceeding the level of training provided by the Indian Police Academy. Failure to graduate within one year will result in dismissal.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350