CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F
NOTICE OF CIVIL SERVICE EXAMINATION
CITY OF MERIDIAN, MISSISSIPPI

ANIMAL CONTROL OFFICER (3055)

Up to a maximum of $34,302

OPENING DATE: October 15, 2025
CLOSING DATE: Applications will be accepted until **12:00 Noon on October 15, 2026**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected, the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Assists in training new officers and shelter attendants regarding daily work assignments; answers questions and provides guidance and assistance as necessary. Enforces all city and state ordinances and regulations dealing with domestic and wild animals located within the city limits; patrols the streets; ensures compliance with statutes by all residents; issues citations and affidavits to violators; presents cases to the court; prepares reports as necessary to document incidents. Responds to calls concerning abandoned, stray, and/or wild animals; sets traps to remove stray and/or wild animals; picks up domestic animals and brings them to the animal shelter; relocates wild animals to special care facilities and/or their natural habitat as required. Receives calls from the public and employees regarding animals that need to be picked up; takes information regarding the location of the animals; dispatches officers to specified locations. Investigate animal bite complaints as received; impound and quarantine animals for safety reasons and to guarantee rabies and/or other disease vaccinations; notify owners of animals and victims of their status. Euthanizes sick, injured, and/or unwanted domestic and wild animals as required by city policy; administers a lethal injection to animals scheduled to be euthanized; ensures accurate records of the process are kept and information is logged into computerized databases for departmental use. Investigate reports of animal neglect and/or cruelty; question owners and witnesses to gather evidence and facts; make reports and/or issue citations as necessary; remove abused animals from residences found in violation. Issued citations to violators. Answers the telephone and responds to complaints and questions from the public; provides information and counseling to citizens; educates the public concerning laws and ordinances relating to animal control. Removes dead animals from city streets and residences as required; disposes of remains according to city rules and regulations; notifies owners if applicable. Prepares and/or types various correspondence to include daily activity reports, call sheets, euthanasia logs, time cards, log sheets, receipts, letters, memoranda, and other documentation as required; takes photographs of animals;

reviews paperwork for accuracy and completeness; enters information into computerized databases; makes edits and/or changes as needed; makes copies and files for departmental use and reference. Cleans and sterilizes animal cages and runs; uses shovel, bucket, sponge, brush, and other tools to wipe down and scrub cages; applies disinfectant and deodorizer as necessary to rid cages and rooms of germs and odors. Assists the public with adoption procedures; collects fees for adoptions, reclaims, and kennel fees; collects information from adopters; prepares and processes receipts for payments and fees; makes copies of all documentation and files in the appropriate location. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED, supplemented by 5 months of previous experience and/or training dealing with animals and animal euthanasia, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi driver's license. Must acquire a certificate for the use of pepper spray. Certification as an Euthanasia Technician is desired, but not required. Must present a Class R Mississippi driver's license at the time of application.

EXAMINATION: The examination will consist of satisfactory completion of minimum qualifications as stated above, constituting 30% of the final score and 70% to be derived from the oral interview, totaling 100%. Applicants deemed to have met the minimum qualifications will be notified of the date, time, and location of the oral interview. Upon certification of the eligibility list, the Department Head shall conduct interviews with all passing applicants to determine who is eligible for the position. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement**. **False statements are grounds for rejection or discharge from employment. All position classifications will require a criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination.** Certification of Eligibility for this position is contingent upon verification of information submitted on the Civil Service Application. The Civil Service Examining Board reserves the right to curve the test, and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department.

As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity, the applicant must be capable of performing all essential functions of this position, which are considered bona fide occupational qualifications. Indicate special needs.

For Civil Service Application and further information, contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.

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