



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.7

Job Title: **RABIES INVESTIGATION COORDINATOR**

Pay Grade: 17

GENERAL SUMMARY:

Performs professional administrative functions related to the investigation of potential Rabies virus exposures in the City of Houston for the ARA/BARC/ Animal Enforcement section

RESPONSIBILITIES:

- Reviews and coordinates the daily work activities of the Animal Enforcement Officers and Investigators involved in rabies exposure investigations.
- Prepares periodic and special reports; compiles information, organizes and maintains section records and reference information according to State law requirements.
- Assists Animal Enforcement Managers and Supervisors with the training and evaluation of Animal Enforcement Officers and Trainees as regards to software and rabies investigation clerical requirements.
- Explains investigation procedures and laws/ordinances to the general public and outside agencies.
- Liaises with City and State Health and Human Services Epidemiology Departments on complex cases.
- Performs intake procedures for rabies exposure suspect animals and coordinates with BARC Customer Service personnel.
- Reviews Animal Enforcement Officers daily reports, computer entries in the Chameleon system, written forms and logs for accuracy, content and format.
- Liaises with Municipal Courts for citations and affidavits, prepares documents and reports.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate Degree in Business Administration, Criminal Justice, Liberal Arts, or a related field.

EXPERIENCE:

Two years of related experience is required.

Experience in an animal enforcement field position or dispatcher/clerical position may be substituted for the above education requirement on a year-for-year basis.

CERTIFICATION: The State of Texas Local Rabies Control Authority seminar must be completed within 12 months of hire date.

COMPLEXITY:

Work consists of standard and tasks where analytic ability is required in following laws, guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions or provide work direction.

SPECIFICATIONS (cont'd):

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with field staff and supervisors. Interaction requires moderate tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Animal Enforcement Officer Trainee
Animal Enforcement Officer
Animal Enforcement Investigator
Senior Animal Enforcement Officer
Rabies Investigation Coordinator
Animal Enforcement Supervisor
Animal Enforcement Manager

Effective: December 2015