



The City of Anthony, NM is accepting applications for the following position:

### **NEIGHBORHOOD SERVICES OFFICER**

**Department:** Neighborhood Services

**Reports to:** Neighborhood Services Officer

**FLSA:** Non-Exempt

#### **MINIMUM QUALIFICATIONS:**

Knowledge of the purpose and methods of animal control, including containment of domestic animals. Knowledge of National Uniform building codes, zoning, and land use ordinances. Preference given for prior experience in code compliance, firefighting, law enforcement, animal shelter and/or in general construction

Must have a valid driver's license with clean driving record and no felony convictions. Must pass a thorough background check and drug screen.

#### **Applicant must submit:**

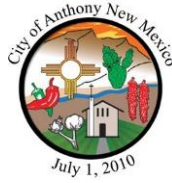
1. Letter of Interest
2. Resume
3. Three verifiable references

A complete job description is available at City Hall – 820 HWY 478, Anthony, NM or by contacting the City at (575) 882-2983 or website [www.cityofanthonymn.com](http://www.cityofanthonymn.com)

Application deadline **Continuous**. Packets may be submitted in person to City Hall, 820 Highway 478, Anthony NM 88021 or by email to [jobs@cityofanthonymn.org](mailto:jobs@cityofanthonymn.org) with subject line: **NEIGHBORHOOD SERVICES OFFICER**

*\*benefits include City-paid premiums at 80% for employees and 70% for dependents for health, dental and vision; 100% life insurance for employees; 13 paid holidays annually; retirement through Public Employees Retirement Association of New Mexico (PERA); Paid Employee Assistance Program (EAP)*

**Posted on 08/18/2025**



**CITY OF ANTHONY  
NEIGHBORHOOD SERVICES OFFICER**

**JOB DESCRIPTION**

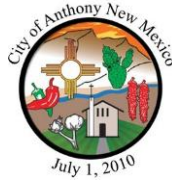
**Department:** Neighborhood Services Department  
**Reports to:** Neighborhood Services Supervisor  
**FLSA Status:** Non- Exempt  
**Approved:** October 21, 2020  
**Salary:** Hourly, DOE (Range: \$18.00 – \$20.50hr.)

**PURPOSE OF JOB:**

Investigate a broad variety of alleged violations of city ordinances and state law, including animal control, reported by other city departments and the general public. Enforce compliance with codes and ordinances and perform on-site inspections and investigations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols city boundaries and issues warnings/citations as necessary
- Responds and investigates complaints from residents, builders, owners, utilities, public officials, and property managers related to code interpretations and enforcement, including animal control
- Enforces city and state animal regulations, including and not limited to animal cruelty, dangerous/vicious animals, both domestic and livestock
- Inspects structures and land for violations of applicable safety, sanitation, codes, and ordinances
- Contains, captures/traps and transports stray, sick, injured, feral or abandoned domestic animals, including emergency rescues and after-hours/weekend call-outs
- Notifies property owners and/or managers of violations and discusses options to correct
- Counsels/educates residents found in violation of the laws, ordinances, or codes
- Maintains department records, including all communications with residents and county/state authorities
- Reinvestigates ordinance violations before turning cases over for prosecution and testifies before the courts as necessary
- Assist the City of Anthony Planning and Zoning Commission with legal description, owner, and zoning of properties throughout the city
- Reviews issuance of zoning related permits
- Maintains files of inspections, re- inspections
- Consultations, phone conversations, inspection notes, and other required reports compiles status reports on specific assignments as requested, inputs inspection reports, investigation notes, and consultation date into computer database
- Issues citations for code violations
- Coordinates with other State and Federal regulatory agencies in assuring compliance with relevant regulations
- Participates in professional development activities
- Performs other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the City of Anthony Planning and Zoning Ordinances and the geography of the municipality. Prepare, compile, organize, and maintain records, reports, and information in an effective manner and in compliance with departmental and/or governmental regulations. Use independent judgment in routine and non-routine situations. Utilize computer applications and processes/techniques to complete daily duties. Plan, organize and prioritize daily assignments and work activities. Strong written and oral communication skills. Experience reading plans and other technical diagrams, plats, and documents.

**MINIMUM QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Knowledge of the purpose and methods of animal control, including containment of domestic animals
- Knowledge of National Uniform building codes, zoning, and land use ordinances
- Preference given for prior experience in code compliance, firefighting, law enforcement, animal shelter and/or in general construction

**SPECIAL REQUIREMENTS:**

- Must possess a valid driver's license and pass the Motor Vehicle Records evaluation upon hiring and additionally, an annual review
- Must possess the New Mexico General Building Inspector Certification or obtain within 12 months of hire date
- Must possess an Animal Control certification or obtain within 12 months of hire date

**PHYSICAL REQUIREMENTS:**

Physical demand requirements are moderate. Must be physically able to operate a variety of machinery and equipment including a computer, copier, vehicle, ladder, hand tools and scales. Must be able to move or carry objects or materials up to 50 pounds occasionally and up to 20 pounds frequently.

**LANGUAGE ABILITY:**

Requires Spanish proficiency (read and write fluently)

**NUMERICAL APTITUDE:**

Required the ability to utilize mathematical formulas

**MANUAL DEXTERITY:**

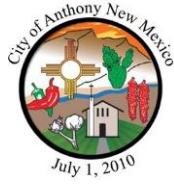
Must have considerable levels of eye, hand, and foot coordination, including the ability to use one hand for twisting or turning motion and the other for a second task.

**COLOR DESCRIMINATION:**

Must be able to differentiate between colors and shades of color

**PHYSICAL COMMUNICATION:**

Must be able to speak and hear to communicate via telephone and two- way radio



Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_