

# Clara Lynch

## Animal Control Officer, Field Animal Enforcement

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📍 Topeka, KS 66604

### STRENGTHS

- ♥️ **Calm Field Judgment**  
During stressful calls, selected humane containment methods quickly and kept residents informed, helping tense scenes stay controlled.
- 🗣️ **Public Communication**  
Surrender discussions could become emotional, yet clear explanations and patient listening helped residents understand available shelter options.
- ♥️ **Detailed Documentation**  
Case notes, activity logs, and disposition records stayed organized for supervisors, follow up work, and court review.
- 🐾 **Safe Animal Handling**  
Peers relied on careful use of catch poles, nets, graspers, and live traps when animals were frightened or difficult to reach.
- ✔️ **Shelter Reliability**  
Daily kennel care, feeding, watering, and sanitation received steady attention, even during demanding weather and shift assignments.

### SKILLS

Animal control Field response

Animal restraint Catch poles

Nets Cat graspers Live traps

Radio procedures

Leash law enforcement

Bite investigations

Rabies guidance

Shelter operations Public contact

Documentation Court testimony

### SUMMARY

Animal control professional with three years of experience across **field response**, **shelter operations**, public contact, animal handling, and humane care. Responds to **dispatched complaints** involving at large, unwanted, injured, sick, and deceased animals, then selects safe containment and transport methods based on each situation. Investigates bite reports, dangerous animal concerns, confinement conditions, and suspected cruelty while maintaining clear case notes for supervisory and court review. Communicates leash laws, rabies protection, and health requirements with residents during stressful interactions. Skilled with catch poles, nets, cat graspers, live traps, radios, transport vehicles, and shelter workflows. Maintains a **valid Kansas driver's license** and brings calm judgment, physical readiness, detailed documentation, and dependable support during rotating shifts, standby coverage, adverse weather, and difficult animal care assignments.

### EXPERIENCE

#### Animal Control Officer, Field Response

Sunflower County Animal Services 📅 October 2024 to Present 📍 Manhattan, KS

Leads field response and shelter support for dispatched animal calls, enforcement cases, animal transport, public education, and court ready documentation. Applies policy guided judgment during difficult encounters and supports safe daily operations.

- Responded to dispatched calls using humane containment methods for at large and distressed animals.
- Investigated bite complaints, dangerous animal reports, confinement concerns, and suspected cruelty through detailed case notes.
- Operated animal transport vehicles with **catch poles**, nets, **cat graspers**, and live traps safely.
- Issued leash law **warnings** and enforcement documentation while explaining **rabies protection** requirements.
- Maintained activity logs, evidence notes, disposition records, and follow up details for court review.
- Supported **shelter intake**, kennel sanitation, feeding, **watering**, and difficult humane care procedures.

#### Animal Care and Field Services Technician, Shelter Operations

Flint Hills Humane Center 📅 September 2023 to September 2024 📍 Junction City, KS

Supported shelter intake, animal housing, veterinary transport, **public contact**, field pickups, and daily sanitation. Balanced safe handling with clear communication during surrender discussions and emotionally difficult service situations.

- Handled dogs and cats during intake, housing, transfer, and **veterinary transport** with safe restraint methods.
- Managed public inquiries and emotionally charged surrender situations while explaining shelter procedures clearly.
- Cleaned and disinfected kennels, prepared food and water, and monitored animals for veterinary concerns.
- Supported field pickups and transfers using radios, **transport** cages, **nets**, and containment equipment.
- Recorded intake condition, medications, disposition, and owner communications in shelter records.
- Worked evening, weekend, and adverse weather assignments requiring lifting, walking, kneeling, and equipment movement.

### PROJECTS

#### Community Rabies Education 📅 2025

Shared practical rabies protection and leash law guidance during public contact, helping residents connect responsible ownership with community health and animal safety.

LANGUAGES

English Native

Spanish Beginner

MY CAREER

0 MONTHS

Shelter Transport Coordination 2024

Supported coordinated animal transfers using radios, transport cages, and veterinary communication, keeping records aligned from field pickup through shelter intake.

LEADERSHIP & AWARDS

- Recognized by supervisors for calm handling during difficult animal containment calls and stressful public interactions.
- Trusted with detailed case documentation supporting supervisory review, animal disposition decisions, and court preparation.

EDUCATION

High School Diploma

Topeka High School GPA: 4.0 2023 Topeka, KS

Coursework: Animal care, public safety, communication, health regulations

CERTIFICATIONS

- Valid Kansas Driver's License 2024
- Animal Handling and Restraint Training 2024

TECHNICAL SKILLS

- **Animal Capture Equipment:** Catch poles, Nets, Cat graspers
- **Containment Equipment:** Live traps, Transport cages, Barrels
- **Field Communication:** Two way radios, Dispatch procedures, Radio logs
- **Animal Transport:** Animal care vehicles, Veterinary transport, Shelter transfer
- **Shelter Operations:** Kennel sanitation, Feeding, Watering
- **Enforcement Records:** Activity logs, Evidence notes, Disposition records
- **Animal Investigation:** Bite investigations, Dangerous animal reports, Cruelty concerns
- **Public Health Guidance:** Rabies protection, Health regulations, Leash laws
- **Humane Care:** Animal restraint, Tranquilization support, Humane euthanasia
- **Field Safety:** Protective procedures, Hazard awareness, Confined space work
- **Office Skills:** Case documentation, Basic office skills, Court affidavits
- **Vehicle Operations:** Animal transport vehicles, Kansas driver's license, Field driving

PROFESSIONAL AFFILIATIONS

- Animal welfare service teams, supporting safe transfers, consistent kennel care, and respectful communication across daily assignments.
- Public safety partners, contributing clear field information, reliable radio communication, and dependable follow through during service calls.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST