

## **ANIMAL CONTROL OFFICER I**

### **DEFINITION**

Under direct supervision, to enforce County ordinances and State laws governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to care for and feed animals in the shelter; to clean and maintain shelter facilities; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the training and first working level in the Animal Control Officer class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete Peace Officer Standards and Training PC 832 Training, Range Weapons training, and Euthanasia training and certifications are received, incumbents are qualified for promotion to the Animal Control Officer II level, typically one (1) year.

### **REPORTS TO**

Animal Control Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Duties include but are not limited to the following:

Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals; responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead animals on county roads; makes complete investigations of animal bites and quarantines animals if necessary; explains animal control ordinances and policies to the public and concerned parties; post legal notices and distribute educational material as required; issues licenses; assists in maintaining records of animal impounding, licenses issued, and license fees collected; feeds and cares for animals impounded at the animal shelter; euthanizes animals in the prescribed manner; cleans and maintains shelter facilities; enters and retrieves information on a computer; completes paperwork for dog license; impounded, adopted, or redeemed animals; assists in maintaining state-mandated records of lost/found animals; works with other law

enforcement agencies to enforce animal control laws; issues warning notices or citations to violators of animal control regulations; documents cases for prosecution of animal abuse and noncompliance; performs general office duties to include record and statistical reports, financial balancing, and deposits; assists pet-owners with lost/found pets; participates in and promotes the animal adoption program; respond to requests regarding sick or injured animals; assist with annual rabies/licensing clinics; maintains confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance and above 50 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; may be exposed to bio-hazardous wastes; frequent contact with staff and the public. Incumbent may work other than a normal 8:00 am to 5:00 pm shift and subject to call-outs 24 hours/day. Incumbent must be able to work weekends.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Care and feeding of dogs, cats, livestock, and other domestic animals
- Common diseases of animals, their symptoms and care
- Safe and efficient handling of large and small animals
- Characteristics of animal behavior
- Basic methods of animal collection and restraint

#### Ability and willingness to:

- Think clearly and act calmly in a variety of situations
- Learn the County and State Ordinances and laws relating to animal control
- Learn the general functions of various County and State agencies and how they relate to each other and Animal Control
- Safely handle animals to avoid injury to persons or animals
- Tolerate animal noises, odor, and behavior
- Exercise patience, care, and compassion in dealing with animals and people
- Learn the appropriate regulations regarding radio transmission and communications
- Carry out oral and written directions

- Work cooperatively and effectively with fellow employees and the general public
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws
- Care for animals in the shelter including sick and injured animals
- Read, and interpret written material, including laws, regulations, policies, and procedures
- Deal tactfully, consistently and courteously with the public
- Exercise good judgement in handling potential hostile individuals/situations
- Establish and maintain cooperative working relationships
- Provide Court testimony
- Prepare clear and concise written reports
- Perform general office duties
- Effectively represent the Animal Control Division's programs
- Use a computer
- Maintain confidentiality

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Previous experience in caring and handling large and small animals is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.
- Typically, incumbents have one year from the date of appointment to this class to obtain a valid 832 Peace Officer Standards and Training Certificate, Range Weapon Training, and Euthanasia training and certification.
- Incumbent must begin receiving the Pre-exposure Rabies Vaccine series within the first six (6) months of employment and continue receiving boosters as indicated by periodic titer tests.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Created

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