

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, to perform field work in the enforcement of laws pertaining to the control and licensing of animals, to assist in caring for impounded animals and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Animal Control Officer career series. Incumbents carry out field patrol responsibilities in an assigned geographical area utilizing a knowledge of State and local laws concerning the control and licensing of animals.

Positions at this level of the career series are distinguished from those in the next higher level of Senior Animal Control Officer in that the latter have full supervisory responsibilities.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Patrols an assigned geographical area of the County and transports animals in a specially equipped County vehicle
2. Respond to and investigates complaints concerning possible violations of animal control laws
3. Captures and impounds stray, injured, unlicensed, vicious or quarantined animals
4. Issues citations for violations of animal control and licensing laws
5. Properly destroys and/or disposes of animals
6. Appears in court on matters pertaining to violations of animal control laws
7. Explains pet owner responsibilities to the public; participates in rabies control programs
8. Properly cares for impounded or quarantined animals; releases animals under appropriate circumstances
9. Issues licenses and collects fees
10. Trains new personnel
11. Serves as dispatcher when so assigned
12. Maintains accurate records, completes forms and writes reports.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Animal Control Officer

Working knowledge of:

1. Methods and techniques used in the capture, control, care, handling and disposal of various breeds of animals
2. State and local laws pertaining to the control and licensing of animals
3. Basic math.

Skill and Ability to:

1. Quickly assess a situation and take appropriate action
2. Follow oral and written instructions
3. Prepare clear, complete reports
4. Exercise tact and good judgment in dealing with the public
5. Establish and maintain effective work relationships with those contacted in the course of work
6. Recognize symptoms of rabies and other animal diseases
7. Read and interpret regulatory provisions
8. Make change.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C Driver's License by date of appointment
2. Have ability to exercise patience and care in dealing with animals; tolerate animal noise and odor
3. Have ability to exercise tact, self-restraint, judgment and strategy in dealing with a variety of people both friendly and hostile
4. Have ability to tolerate the destructions of animals
5. Work evenings, weekends and holidays in emergency situations and accept standby and callback duty as assigned.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Approximately one year of experience handling animals and dealing with the public.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to lift up to 100 pounds.

CLASS HISTORY CLASS DATA

Class Code:	34C01	Job Group:	20
Established Date:	April, 1988	EEO Category:	SM
Revised Date:	none	Work Comp. Code:	9410
Former Title:	none	Bargaining/Employee Unit:	J
		FLSA:	C
		MOCO OT:	Y

Prepared by: SDF: 3/18/88

Approved by:

/s/ John Enos, Personnel Officer
County Administrative Office

April 5, 1988
Date