



Department:	Mgmt. Svcs./Animal Control
Bargaining Unit:	SEIU
Salary Range:	E23
Last Revision:	April 1995

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, to perform a variety of duties involved in enforcing City, County, and State laws governing the care and keeping of animals in the City; and to impound, care for, and dispose of domestic and wild animals as appropriate.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol City and County streets and roads; search for stray dogs and other domestic animals and livestock.

Enforce City, County, and State animal control laws; explain ordinance relating to the care and keeping of animals to the public; issue citations for violations of animal control ordinances.

Investigate animal bites; quarantine suspected rabid animals; process specimens and send to lab; conduct rabies vaccination clinics.

Impound, quarantine, and dispose of animals as appropriate; transport animals to the City shelter; transport injured animals to a veterinarian for treatment.

Destroy and dispose of designated animals.

Assist in preparing for and conduct rabies clinics.

Maintain animal shelter and surrounding grounds.

Investigate reports or complaints of dogs, cats, or other animals creating nuisances and take appropriate action; investigate reports of animal abuse.

Receive lost and found animal reports; assist visitors in location missing pets.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Process adoption of pets at the animal shelter.

Appear in court when necessary during cases involving violations of animal regulations.

Perform general office duties; answer telephone calls; provide information and explain procedures; type letters and correspondence; file rabies certificates and other documents.

Follow-up on delinquent or pending dog licenses; sell dog licenses to dog owners.

Pick up deceased animals from City streets and vet clinics.

Prepare and maintain a variety of records and reports.

Respond to emergency calls while off duty.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures, methods, and techniques of handling a variety of domestic and wild animals.

Procedures and techniques for dealing with the public in a tactful and firm manner.

Occupational hazards and standard safety practices necessary in the area of animal care, handling, and control.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn the policies, procedures, laws, codes, and regulations governing the control, impoundment, treatment, and disposal of animals.

Learn the geography of the City including location and layout of streets.

Learn and utilize proper capture, muzzling, restraint, and tranquilizing techniques.

Learn animal behavior and the symptoms of disease.

Enforce animal regulations with firmness and tact.

Euthanize animals.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year animal handling and care experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid Penal Code 832 certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to noise, outdoors, confining work space, and chemicals; ability to travel to different sites and locations.

Effective Date: April, 1995