



<b>Department:</b>	Mgmt. Svcs./Animal Control
<b>Bargaining Unit:</b>	SEIU
<b>Salary Range:</b>	E14
<b>Last Revision:</b>	August 1999

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## **ANIMAL CONTROL OFFICER ASSISTANT**

### **DEFINITION**

Under general supervision, the Animal Control Officer Assistant assists in the Animal Shelter performing duties related to animal handling, kennel operations, cleaning, feeding, housing of animals, shelter maintenance and assisting the public.

### **SUPERVISION EXERCISED**

Exercises no supervision.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist the Animal Control Officers in receiving, adopting, and redeeming animals.

Clean cages, house animals appropriately, feed animals.

Maintain clean and neat appearance of animal shelter.

Keep records of all animals.

Deal with difficult people.

### **OTHER JOB RELATED DUTIES AS ASSIGNED MAY INCLUDE:**

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

Explain ordinances relating to the care and keeping of animals to the public.

Assist Animal Control Officers in enforcing City, County and State animal control laws.

Assist Animal Control Officers in euthanizing animals and disposing of animals.

Assist in the investigation of animals bites; quarantine suspected rabid animals; process specimens and send to lab; conduct rabies vaccination clinics.

**OTHER JOB RELATED DUTIES AS ASSIGNED MAY INCLUDE:**

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

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

Process adoption of pets at the animal shelter.

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.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

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

Basic animal handling, care, habits, behavior and disease identification.

Communication/interaction skills to deal effectively with individuals who may not be cooperative regarding animal issues.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn and interpret City, County and State laws, ordinances and regulations.

**Ability to:**

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 diseases.

Establish and maintain cooperative relationships with citizens and fellow employees.

Communicate effectively both orally and in writing.

Use cleaning chemicals and disinfectants.

Handle emergency situations cautiously and effectively.

Tolerate unpleasant smells and conditions.

Euthanize animals.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

**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 of 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.

**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 in extremely hot or inclement weather, confining work space, and chemicals; capability to work varied schedules including weekend, holiday and after hours emergency on-call shifts.

**Effective Date:** August, 1999