



Animal Control Officer

Summary

Responsible for the enforcement of local and state laws governing the licensing, impounding, treatment, and disposal of animals; assist the public in locating and handling of animals; investigates complaints and patrols assigned areas.

Class Characteristics

General supervision is provided by the Animal Services Manager; responsibilities may include the indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Patrol the streets in a motor vehicle designed for transporting animals; investigate complaints relating to animal nuisances, including animal bites and endeavors to locate such animals.

Issue citations for failure to comply with ordinances and make citizen arrests when appropriate, explain ordinances and procedures to the public.

Recognize illness, habits, behavior and common diseases of animals; learn techniques and equipment used in capturing, restraining, receiving, caring for, grooming, and releasing animals, administer euthanasia according to established procedures.

Capture and impound stray, injured, unlicensed, or vicious animals. Respond to and provide proper disposition to cases regarding livestock.

Retrieve sick or dead animals from public and private property; transport animals to shelter or veterinarian as appropriate.

Investigate complaints concerning stray, noisy, or vicious animals, violations of animal control laws and regulations, including allegations of animal abuse; may testify in court regarding citations and disposition of complaints.

Write complete accurate reports, enter data, retrieve information, and generate reports using a personal computer. Maintain files and records.

Enforce city and state hunting and fishing codes.

Clean equipment and maintain animal cages in vehicle.

Answer incoming telephone calls regarding animal control matters and assist caller with appropriate service information or referral.

Promote a positive and effective working relationship with the public, City departments, divisions, elected and appointed officials, as well as other agencies.

Perform related duties as assigned.

Skills/Abilities:

Read, learn, and understand laws, regulations, and procedures pertaining to animals and rabies control, and the licensing of animals.

Analyze situations and adopt an effective course of action in emergency and stressful situations.

Techniques of capturing, corralling, herding, and controlling animals and performing euthanasia.

Maintain records and prepare accurate and concise reports.

Safely use and care for small firearms and other assigned equipment.

Drive a light truck with or without a trailer.

Communicate effectively both verbally and in writing.

Establish and maintain effective relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

Position requires extended sitting, standing; walking; reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data, using a computer keyboard. The employee must occasionally lift, carry, handle and transport animals weighing over 75 pounds and frequently lift and/or move up to 100 pounds. The employee must drive a motor vehicle to perform patrol duties and transport animals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing is required when providing phone and customer service. The incumbent is frequently around animals that are agitated or injured that may attempt to bite or scratch.

Qualifications

Knowledge of:

Grammar, spelling, and punctuation sufficient to write accurate and thorough reports.

The physical and behavioral characteristics of common breeds of domestic animals and livestock.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Experience in the care and control of animals or in law enforcement.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a California State Arrest PC832 Certificate at the time of application.

A certification in administering euthanasia is required within 12 months of the date of hire.

Must wear a uniform.

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