

ANIMAL CONTROL OFFICER

DEFINITION

To enforce County ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare; to answer calls and investigate complaints related to animal control operations; to arrange for the collection, impoundment and transport of stray, injured, vicious, diseased and dead animals to appropriate locations; to maintain detailed and accurate records; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Captain or designated supervisory / management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Enforces County animal control ordinances and regulations governing the licensing, impounding and disposal of animals.

Patrols County roads and/or responds to complaints regarding stray, vicious, diseased, injured or dead animals.

Arranges for the collection of animals; obtains veterinary care or arranges for the transportation of animals to impound or disposal facilities as required; notifies animal owners of actions taken and procedures to be followed to claim their animals.

Sets traps to capture stray animals as needed.

Observes behavior of captured animals; feed and water animals, and clean kennels.

Investigates complaints of animal bites; verifies rabies vaccinations and enforces quarantine as needed; gathers facts from victims, animal owners and medical staff regarding bite incidents; prepares related reports.

Investigates complaints regarding loose livestock and livestock injuries or losses due to animal attacks.

Investigates complaints regarding inhumane treatment and neglect of animals.

Issues notices of violation and citations to owners of animals in violation of County codes, and appears in court as required.

Resolves complaints between neighbors related to animal control issues; responds to complaints regarding incessant barking.

Communicates and coordinates with S.P.C.A. officials and state Humane Officer regarding animal control issues; evaluates animals for potential adoption through the S.P.C.A.

Receives and responds to public inquiries, requests and complaints; interprets to the public all state, County and departmental laws, regulations and policies related to animal control and licensing requirements.

Researches and keeps abreast of changes in animal control regulations.

Maintains accurate and complete records and logs; prepares a variety of reports as required for the County and other agencies.

Speaks before community groups and organizations to educate the public about animal control regulations and problems, and to promote a positive public image of the department's animal control program.

Coordinates animal control activities with those of other divisions, departments and agencies as appropriate.

Performs general clerical duties as required, including but not limited to answering the telephone, greeting and assisting office visitors, preparing records and reports, copying and filing documents, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Modern principles and practices of animal control program management.

Various breeds of dogs, cats and other domestic animals, including livestock.

Principles of licensing, controlling and disposing of animals.

Methods of animal collection and impoundment.

Normal and abnormal animal behavior and symptoms of animal abuse.

Types of equipment, materials and specialty items used in animal control procedures.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Modern office practices and technology, including the use of computers for word processing and records management.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Understand, interpret, apply and enforce pertinent laws, policies, rules and regulations.

Understand and follow oral and written instructions.

Exercise sound, independent judgment with minimal supervision.

Effectively coordinate and implement a variety of animal control activities.

Use and care for animal control equipment, including firearms, animal traps, snares, lariat and tranquilizer gun; safely operate assigned vehicle.

Work under stressful or dangerous conditions, often involving personal risk or risk to others.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control animals of varying sizes and weights.

Handle sick, injured and vicious animals under varying conditions.

Deal courteously, yet firmly and effectively with the public in enforcement situations.

Gain cooperation through discussion and persuasion.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Use computers effectively for word processing and records management.

Perform mathematical computations with accuracy.

Meet the physical requirements necessary to successfully perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, dangerous animals, violence, above average noise, firearms, working at heights. Must be able to work irregular hours as necessary.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, crawl, twist and reach while performing office duties and/or field work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform enforcement duties, including handling firearms, capturing and restraining animals, and driving a motor vehicle.

MINIMUM QUALIFICATIONS

Experience:

One year of experience working with and caring for livestock and/or domestic animals.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Ability to pass the California State Department of Justice fingerprinting clearance.

Possession of or the ability to obtain a PC 832 Firearms certificate within one year of employment.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.