

**ANIMAL CONTROL OFFICER**

DEFINITION

Under general supervision, performs a variety of duties in the enforcement of State laws, City ordinances, and regulations relating to animal control and impounding of animals; performs related work as assigned.

CLASS CHARACTERISTICS

Animal Control Officers are responsible for impounding animals, enforcing animal regulations, providing information to the public on animals and related regulations, care and feeding of animals and maintenance of shelter facilities.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Patrols City; captures, transports, and impounds stray animals; issues citations or notices of violation in the enforcement of ordinances relating to animal control; prepares incident reports; may attend court and provide testimony regarding cases involving court action.

Conducts investigations of reported violations of zoning code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites and animal nuisance complaints; interviews complainants and identifies animals' owners; establishes quarantines to determine health of animals; impounds seriously injured or ill animals and arranges for veterinary care.

Provides assistance to the public regarding animal control matters; responds to inquiries and provides information regarding local animal control laws; coordinates animal control activities with other City departments and with outside agencies.

Performs various office duties including the preparation and maintenance of a variety of operational and accounting records and reports; receives fees and issues receipts.

Maintains shelter facilities and grounds, including cleaning, receiving and releasing animals; feeds, waters and otherwise cares for animals; may euthanize animals.

May organize and coordinate rabies vaccination clinics with local veterinarians and issue dog licenses.

Maintains animal control vehicle and related equipment.

QUALIFICATIONS GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent, and one year of experience working with animals.

QUALIFICATIONS GUIDELINES (Continued)Knowledge, Skills and Abilities

Working knowledge of the handling and routine care of domestic and wild animals; methods and techniques of animal capture and impoundment; animal types/breeds and behavior patterns; symptoms of animal illness and disease. Ability to communicate clearly and concisely, both orally and in writing; research and prepare reports on animal control related subjects; establish and maintain effective relationships with the community at large; lure, confine and control animals which may be vicious; administer licensed drugs to animals; use and care for animal snare, capture rope, traps and related equipment; on a regular basis, lift animals weighing up to 50 pounds; perform work that requires moderate physical activity; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; prepare routine reports and maintain records; deal constructively with conflict and develop effective resolutions; meet the public in situations requiring diplomacy and tact; work outdoors in all types of weather conditions; determine the extent of injuries or illness of animals and refer for appropriate care; feed and care for animals.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of California P.C. 832, Arrest, Search and Seizure within one year of employment.

Possession of Euthanasia Certification as required by California State Law within 6 months of employment.

Completion of a Certified Animal Control Academy within one year of employment.

PHYSICAL PROFILE: II, 2, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20

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