

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, perform a variety of duties involved in the enforcement and communication of State and local laws, codes, ordinances, and regulations pertaining to the care, keeping treatment, and control of animals; respond to calls and patrol the City for animal control related problems; prepare accurate records and reports pertaining to such activities; and perform related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Patrol assigned areas; pursue animals by vehicle and on foot; capture and impound unlicensed diseased, stray, and vicious animals; snare animals using special devices; cage or secure animals in Animal Control vehicles; examine captured animals for illness or injury; handle and properly transport sick or injured animals to veterinarian for medical treatment.
2. Quarantine animals that are known or suspected of inflicting an animal bite on a person; impose quarantine procedures and provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies.
3. Remove dead animals from roadways and other areas using special devices; properly dispose of dead animals.
4. Investigate reports of complaints of animals creating nuisances and take appropriate action; investigate reports of violations including inhumane care or neglect of and cruelty to animals, dog bite incidents, and vicious dog attacks; issue citations and warnings to enforce State laws and City animal regulations; conduct investigations, interview witnesses, victims and animal owners to determine if violations have occurred.
5. Interact with the public to resolve animal related problems.
6. Prepare reports and maintain accurate records, logs, and files of the animals and activities; file reports with the Health Department; prepare cases and complaints for court action; testify in court; answer questions and provide public education regarding laws, enforcement procedures, humane animal care and services, and owner responsibilities.
7. Assist Police Officers and other agencies in taking pets into protective custody resulting from a death, arrest, or other emergency; capture and impound wildlife for relocation or euthanization.

EMPLOYMENT STANDARDS

Education and/or Experience

High School Diploma or GED; two years of experience in customer service and animal care and handling are desirable; or an equivalent combination of education, training and experience.

Knowledge of:

Basic methods of animal collection, care, and disposal; occupational hazards and standard safety practices necessary in the area of animal capture and control; principles and procedures of record keeping principles of basic report preparation; practices used in dealing with the public; safe driving principles and practices.

Skill in operating modern office equipment, including computer equipment; necessary tools and devices to capture and immobilize animals; a radio; and a motor vehicle safely.

Ability to:

Learn and apply State and local laws, regulations, and ordinances pertaining to animals; obtain cooperation and compliance from members of the public; analyze a situation and adopt a course of action; exercise tact and independent judgment in dealing with the public; prepare clear and concise reports; present a positive public image; develop and maintain working relationships with co-workers, agencies and organizations; handle sick, injured, dangerous, or dead animals and decomposing animal carcasses in a safe and humane manner; euthanize dangerous, sick or unwanted animals; understand and follow oral and written instructions; safely drive a vehicle; work irregular days and hours under inclement weather conditions; work standby assignments during off duty hours.

Special Requirements

Possession of or ability to obtain a valid California Drivers' License; must be 18 years of age and be able to pass an extensive background check; ability to obtain a certificate of completion of 832 PC Course-Basic laws of arrest.

Physical Demands

While performing the essential functions of this position the employee is regularly required to stand, walk, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, lift and/or move up to 100lbs; frequently exposed to fumes, odors, airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

WORKING CONDITIONS

Incumbents are frequently around animals that are agitated or injured, that may attempt to bite or scratch. At times, worksite could be very loud from barking dogs.

Date Adopted: April 21, 2009