CLASS TITLE: ANIMAL CONTROL OFFICER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of animal control functions including patrol, field enforcement and kennel maintenance functions; respond to community complaints and pick up, transport, care for and impound animals; provide information and assistance to the public in areas related to animal control.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Patrol assigned areas in an animal control vehicle to search for stray, sick, injured or dead animals and provide services as needed; pick up and transport animals to the shelter for impounding, disposal, rabies investigation or veterinary care.

Respond to calls from the public, law enforcement agencies and other Animal Control Officers concerning injured, stray, sick or dangerous animals and violations of animal regulatory ordinances; enforce State and local laws, regulations and ordinances such as leash laws, and licensing, vaccination, spaying, neutering, quarantine, dangerous dog, animal noise and barking dog ordinances.

Provide information and assistance to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, adoption and other areas related to animal control; explain State laws, County ordinances and proper methods for caring for animals as needed.

Issue citations for violations of applicable ordinances; collect fees for licensing, redemption, adoption and other services such as picking up dead animals; issue licenses and receipts; process related forms and applications.

Conduct special investigations in response to public complaints of violations of animal regulatory ordinances; appear in court to testify and present evidence regarding violations of animal regulatory ordinances; inspect commercial and hobby kennels for compliance with established codes.

Prepare and maintain various records and reports related to daily activities, fees, citations, quarantines, investigations, controlled drugs and assigned activities.

Remove deceased animals from roads, veterinary hospital, private property and other County locations.

Perform animal care duties such as feeding, monitoring sick and dangerous, segregating and isolating animals as needed; detect animal disease or injury and perform minor medical treatments as necessary; assist with vaccinations and animal inspections.

Maintain kennel areas, vehicles and equipment in clean, orderly and proper working condition; sweep, scrub and mop floors; clean and disinfect kennels; arrange for repairs as needed.

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Communicate with County personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate various animal control tools and equipment such as a catchpole, trap, cage, muzzle, shotgun, tranquilizer gun and pellet gun to capture or destroy animals in the field; participate in animal euthanasia as required.

Assist with front office duties such as receiving animals brought to the shelter and releasing impounded animals to the public.

Conduct animal shelter tours for community groups; participate in public school and community group presentations.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic methods, equipment and materials used in animal care, control and shelters.
Basic animal control regulations, techniques and enforcement.
Proper methods of caring for and handling animals.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Health and safety regulations and procedures.
Record-keeping and report preparation techniques.
Traffic laws, defensive driving techniques and rules of the road.
Operation of various animal control tools and equipment.
Proper lifting techniques.

ABILITY TO:
Perform a variety of enforcement duties to assure compliance with State laws and local ordinances related to animal regulation within the County.
Respond to community complaints and pick up, transport, care for and impound animals.
Provide information and assistance to the public in areas related to animal control.
Learn, interpret, apply and explain laws and regulations governing the licensing, quarantining, impounding and care of animals.
Handle sick, injured, dangerous or dead animals in a safe and humane manner.
Operate various animal control tools and equipment.
Maintain kennel areas, equipment and vehicles in a clean, orderly and proper working condition.
Observe legal and defensive driving practices.
Learn the safe and accurate handling of firearms.
Learn breed identifications, symptoms of rabies and common animal diseases.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience handling and caring for animals.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
Incumbents must successfully complete a P.C. 832 course in Arrest, Search and Seizure, and Firearms Training within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Evening or variable work hours.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment.
Walking and running over rough or uneven surfaces.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching.
Seeing to monitor animals and read a variety of materials.
Climbing ladders, trees or fences.

HAZARDS:
Potential for bodily injury from contact with wild, injured, stray and abandoned animals.
Communicable diseases.
Working at heights.