



## **ANIMAL CONTROL OFFICER I**

**DEFINITION:** To protect the public from rabid, dangerous or potentially diseased animals; to rescue injured and trapped animals; to control the population of unwanted animals; to enforce State and County laws and regulations pertaining to vicious or nuisance animals and the licensing and humane treatment of animals; and to function as a positive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Animal Control Officer series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning assigned job tasks. Receives immediate to general supervision from the Supervising Animal Control Officer within the scope of established policies, procedures, and pertinent regulations. May receive technical and/or functional supervision from higher level Animal Control Officers.

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following: Patrols a designated geographical area of the County and enforces animal regulations, laws and ordinances; contacts dog owners to locate unlicensed or unvaccinated dogs; receives and investigates complaints and reports from the public and other agencies regarding stray, dangerous, unwanted or improperly controlled animals; tactfully handles complaints to successfully resolve the situation; consults supervisor and/or other Animal Control Officers by radio for advice or assistance in the handling of unusual and/or difficult situations. Issues violation notices and court citations according to pertinent laws and ordinances; collects evidence and appears in court as a witness, as necessary; issues warnings, dangerous animal statements and citations; works cooperatively with law enforcement groups when joint action is required. Responds to emergency calls concerning animal bites; quarantines potentially rabid animals; observes and examines potentially rabid animals at intervals as directed; instructs the animal owner/general public on proper quarantine procedures; destroys or releases animals from quarantine at the end of a safe time period, as directed; issues citations for violation of the quarantine.

Traps and captures animals suspected of carrying rabies, transfers to captivity for examination and arranges for rabies testing; prepares laboratory specimens, sends to lab, and follows up on test results as appropriate according to relevant laws, codes, and ordinances. Operates and utilizes animal control vans, tranquilizer guns, shotguns, rifles, and other related equipment to control or destroy dangerous and/or injured animals, according to and in compliance with pertinent laws, codes, and ordinances and in a safe manner. Acts as a resource to law enforcement agencies, animal owners, and the general public regarding animal control issues, laws and ordinances, kennel operations, and rabies/disease control.

Participates in conducting immunization clinics on an annual basis; assists in arranging for and setting up multiple clinics; may assist veterinarian with vaccinations and animal inspections. Administers first aid or minor treatments to animals; picks up and transports sick, injured or dead animals; impounds animals and releases impounded animals to owners; may segregate, isolate, euthanize, and dispose of animals according to relevant laws, codes, and ordinances and as directed.

Prepares food and feeds animals; cleans kennels and related areas; may participate in front office and kennel operations as necessary and as directed. Assists the public in claiming impounded animals; selects most adoptable animals and assists customers in pet selection; answers questions concerning age, breed, characteristics, care and treatment of animals; explains relevant animal control laws, regulations, procedures and policies in response to inquiries. Interacts with the public in a professional and knowledgeable manner to maintain public confidence and safety; may speak at schools and to other community groups concerning animal control services. Issues dog and kennel licenses; collects and records fees.

Prepares necessary documentation and routine reports, maintains records and fills out forms concerning animal control activities and transactions. May assist with the training of new animal control staff as assigned. Operates and performs minor maintenance on all equipment used in the field and the kennels including vehicles, weapons, traps, catch-poles and cages. Cleans and disinfects shelter facilities, vehicles, and equipment as necessary. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Requires a high school graduate or equivalent. Experience in the care and handling of domestic, farm and/or ranch animals is desirable. Must obtain a valid State of California Humane Officer certification and a euthanasia procedures certificate within the first year of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles.

**Knowledge of:** Basic feeding and care of domestic animals; pertinent state and County laws, codes, and ordinances relating to animal control, treatment, impounding and licensing; standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals; basic investigative procedures and processes;

symptoms of common animal diseases; common breeds of domestic animals and appropriate practices for their care, handling and feeding; English usage, spelling, grammar, and punctuation; basic principles and practices of positive customer service; basic office methods and equipment including filing and computer systems; basic mathematical calculations; basic computer software and keyboarding.

**Skill to:** On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; continuously observe for animal violations; problem solve field situations, and clearly explain animal control related procedures, regulations, and laws to public; learn to care for and control both domestic and wild animals in a safe manner, including livestock, so as to avoid injury to persons and animals; learn the provisions of state and County laws, codes, and ordinances relating to animal control and licensing; recognize symptoms of rabies and other animal diseases; learn the techniques involved in restraining and isolating animals suspected of having bitten individuals or of having rabies; know the standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals; qualify with department-issued firearms and safely and accurately operate assigned firearms; read and comprehend the laws and regulations pertaining to animal control; understand and carry out both oral and written instructions; read maps in an effective and timely manner; work effectively in stressful situations, exercise good judgment, and make sound decisions under a variety of conditions; effectively perform duties as required by law including disposal of carcasses and euthanasia; obtain information through interview and interrogation; deal fairly and courteously with the public; communicate clearly, tactfully, and concisely, both orally and in writing; prepare and maintain accurate records and forms; work with various cultural and ethnic groups in a tactful and effective manner; use personal computer and office equipment necessary for successful job performance; perform routine mathematical calculations to include addition, subtraction, multiplication, and division; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

**Typical Physical Requirements:** Mobility to work in a standard office environment, use standard office equipment, and perform field work on a daily basis. On an intermittent basis, sit at desk or in vehicle; walk and stand during field activities; bend, squat, kneel or twist while working in field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift very heavy weight. Stand to conduct field contacts; hearing and speech to communicate in person and by telephone; climb during searches and hunts; manage physical confrontations with wild, angry or scared animals. Willingness and ability to travel by truck/van and work in exposure to temperature extremes and inclement weather. Good memory and recall is necessary for the accurate and timely transfer of data/information.

**Typical Working Conditions:** Work environment is a combination of desk work, travel by car, shelter activities, and field investigations. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while conducting field work and driving. Employees subject to working shifts, stand-by, on-call, week-ends, and holidays as assigned.

**Special requirements:** Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles.