

City of Victorville Position Description

ANIMAL LICENSE CHECKER

DEFINITION

Under direct supervision, serves as dog license and rabies control checker; informs citizens of animal control laws and regulations; issues warning notices or citations; inputs licenses into computer and performs computer checks for current licenses; does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Animal Control Division. Incumbents of this class work under direct supervision of the Traffic Control Supervisor. The next higher class of Animal Control Officer I differs from this class in that the officers receive more responsible work assignments and work with less supervision as experience is gained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Canvasses door-to-door throughout the City to locate unlicensed and unvaccinated dogs; issues notices of violations and/or citations to violators; contacts dog owners within the City limits to determine if the dogs on premises are licensed; receives complaints from residents regarding animal regulations; explains animal control regulations, rules, policies, and procedures to the public; handles complaints as tactfully as possible; represents the City in court if citation is not resolved administratively; prepares and maintains record of daily, weekly, monthly and yearly activity and compiles statistical data relating to Animal Licensing; may assist other department personnel in their duties; makes minor mathematical calculations; issues dog licenses at annual rabies vaccination/dog licensing clinics; utilizes computer software programs competently; operates all City vehicles and equipment in a safe and efficient manner; routinely adheres to and maintains a positive attitude; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, and six months of experience which demonstrates the ability to successfully perform the duties of the position. Typical qualifications would include experience in code enforcement or inspection duties, field canvassing, program registration, public relations, or other similar type of work which shows public contact in the context of this position.

Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license is required.

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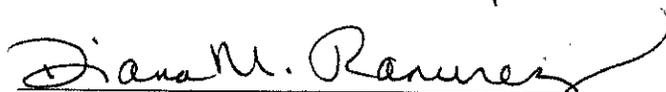
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Ability to: handle and care for animals in a safe and humane manner; furnish clear and satisfactory explanations of enforcement procedures used in animal control; understand problems of the general public concerning animals; read, understand and explain City ordinances, policies and other regulations covering rabies inoculation and animal licensing; effectively meet the public in situations requiring tact and poise; remain calm in trying situations; understand pertinent procedures and functions quickly and apply them without immediate supervision; work effectively without close supervision; keep records and prepare reports; add, subtract, multiply and divide whole numbers, fractions and percentages; perform good work and safety habits; understand and carry out oral and written instructions; establish and maintain cooperative, professional working relationships with fellow employees and the general public by providing courteous and expeditious customer service; operate City vehicles and equipment in a safe and efficient manner; utilize computer software programs competently.

WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent must have the mobility to visit field locations on a regular basis. Visits to field locations include exposure to dust, temperature, noise and inclement weather, and occasional exposure to hazardous work conditions, which may include violent or potentially violent animals. Physical demands may require frequent standing, climbing, walking, lifting, bending, or stooping. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be able to work long hours when necessary and may be required to work holidays, weekends and evening hours as assigned.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


CITY MANAGER

DATE ADOPTED: January 20, 2000

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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