

City of Victorville Position Description

ANIMAL CONTROL OFFICER I

DEFINITION

Under supervision and general direction, assists the Animal Control Officer II in enforcing a program of rabies, animal control, and dog licensing; and performs related duties in the enforcement area as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Animal Control series. Incumbents normally receive on-the-job training and perform specific assignments of well-defined and limited nature. Work is subject to continuing review in progress and upon completion. As experience is gained, incumbents receive more responsible work assignments and work with less supervision. The next higher level is the full journey level Animal Control Officer II, with varied assignments of a broader scope under general supervision.

TYPICAL TASKS

Under supervision, investigates and follows up complaints on vicious or stray dogs, injured animals, and animals suspected of being rabid; patrols City in search of stray or unlicensed dogs, injured or sick animals, or unwanted animals; under direction, assists in annual dog licensing clinics; investigates animal bite cases; apprehends, quarantines, and releases impounded animals; maintains files and follows up all reported bite cases; issues citations for code violations and enforces other City ordinances as required; prepares reports and records; assists Animal Control Officer II as directed; will be required to respond to emergency calls during off-duty hours, weekends, and holidays; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Any combination of education and experience equivalent to high school graduation and one year of experience in the enforcement of animal control regulations.

Knowledge & Abilities - Knowledge of safe and efficient methods of handling dogs and other small animals. Ability to read and understand ordinances, policies and enforcement procedures; remain calm in trying situations; and cooperate and communicate effectively with other agencies and the general public. Must be able to respond to emergency calls within thirty (30) minutes.

Licenses & Certificates - Must possess a valid California Class "C" driver's license.

WORKING CONDITIONS

Moderate exposure to dust, temperature, noise, and inclement weather, with occasional exposure to hazardous work conditions. Some heavy lifting and other physical exertion required. Occasionally, hazardous working conditions through contact with potentially wild, dangerous and diseased animals. May be required to work holidays, weekends and evening hours as assigned.

APPROVED: *Diana M. Ranney*
DIRECTOR OF HUMAN RESOURCES

James L. Cox
CITY MANAGER

DATE APPROVED: 4/1/97