

City of Victorville Position Description

ANIMAL CONTROL OFFICER II

DEFINITION

Under general supervision, enforces a program of rabies and animal control including the enforcement of related ordinances; responsible for the licensing of dogs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class of Animal Control Officer II is the journey level position within the animal control/enforcement series. Work is performed independently and is subject to continuing review in progress and upon completion. Supervision is received from the Traffic Control Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Investigates complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies; patrols City in search of stray or unlicensed dogs, injured, sick or unwanted animals, takes them into custody and delivers them to animal shelter; organizes and supervises annual dog licensing clinics; investigates animal bite cases; apprehends, quarantines, and releases from quarantine biting animals; maintains files and follows up on all reported bite cases in City; responds to emergency calls on weekends, holidays, and off-duty hours; issues citations for code violations; prepares reports and records; may enforce business license ordinance; and may patrol and enforce parking restrictions.

EMPLOYMENT STANDARDS

Training & Experience - High school graduation or GED equivalent and two years of experience in the enforcement of animal control regulations.

Knowledge & Abilities - **Knowledge of:** dog breeds, animal diseases, and symptoms; and of the safe and efficient methods of handling dogs and other small animals. **Ability to:** read and understand ordinances, policies and enforcement procedures; use good judgment and discretion in the performance of one's duties; remain calm in trying situations; and cooperate and communicate with other agencies and the general public. Must be able to respond to emergency calls within thirty minutes.

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

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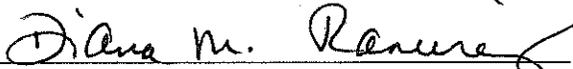
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WORKING CONDITIONS

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. Required to work holidays, weekends and evening hours as assigned.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE RETYPED: July 27, 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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