



JOB DESCRIPTION

Animal Control Officer

Date Prepared: February, 2022

SUMMARY: Under basic supervision, performs duties such as apprehending and impounding animals, enforcing rabies control, and other related City ordinances or State laws; responsible for enforcing dog licensing requirements; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Meet with citizens and community groups to resolve problems and/or complaints.
- Interpret municipal code sections and apply to each case.
- Assist local law enforcement agencies in the search and seizure of animals or the enforcement of animal related laws; comply with the Animal Care and Control Procedures and Operations manuals.
- Complete animal related notices of violation, pre and post-seizures notices, and reports.
- Investigate complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies.
- Quarantine biting animals and maintain files and follow up on all reported bite cases in the City.
- Investigate cases with regard to animal cruelty or neglect and barking dogs, and animal bites.
- Issue citations for code violations.
- Prepare reports and records, may enforce business license ordinances and may patrol and enforce parking restrictions.
- Write, file, and assist in the execution of warrants.
- Appear in court to testify and present evidence regarding violations of animal regulations and codes, collect license, redemption, owner-turn-in, and other fees from the public.
- Patrol the City and impound stray, unlicensed, injured, sick, or dead animals and delivers them to animal shelter or temporary holding facility.
- Participate in license checking programs and license clinics and monitor and participate in kennel cleaning and maintenance.
- Participate in public education programs and demonstrations to explain pet owner responsibility.
- Safely operate and maintain animal control vehicles, which may include pulling or backing a trailer.

- Utilize a variety of animal control devices and equipment including leash, muzzle, traps, catch pole, and radio.
- Clean and disinfect kennel areas, equipment, and vehicles.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines: High school diploma OR GED equivalent AND one year of experience in the enforcement of animal control regulations, municipal enforcement or experience in care, support or treatment of animals in a veterinary office, animal shelter or closely related retail environment. Thirty college semester units may substitute for one year of experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class "C" driver's license.

Possession of any three of the following certifications are required upon hire. However, all of the certifications are required and must be obtained within 12 months of hire:

- National Animal Control Association Level 1 Certification or Basic Animal Law Enforcement Training Academy Certification. California Peace Officer Standards and Training (POST), Penal Code 832 – Powers of Arrest or Reserve Level III.
- CA POST Baton Certification.
- CA POST OC/Pepper Spray or chemical agent certification.
- Standardized Emergency Management (SEMS) 100 and 200.

Knowledge of:

- State of California animal laws.
- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.
- City geography and street locations.

Skill in:

- Providing excellent, professional, and efficient customer service to the public.
- Communicating clearly both verbally and in writing
- Preparing clear, organized, and thorough investigative reports.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Understanding and enforcing ordinances, policies, and procedures related to a variety of City ordinances and state laws related to animals and parking.
- Remaining calm while working under pressure.
- Communicating via two-way radio and telephone; operating a computer and various programs; and maintaining records.

- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, law enforcement agencies, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions. Both indoors and mostly outdoors, with exposure to wide temperature variations, fumes, grease, machinery and its moving parts, odors, and dust. Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals; work performed in streets and highways to remove stray or dead animals. Use of city issued ballistic vest is required. Regularly lift objects up to 50 lbs. Other physical exertion including pushing, pulling, running, climbing, crawling, and kneeling is required. 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. Must be able to wear issued uniform and comply with Division uniform appearance standards. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours, as assigned. Must be able to respond to emergency calls within thirty (30) minutes.

Department Head Approval

Date

Personnel Officer Approval

Date