ANIMAL CONTROL OFFICER I

DEFINITION

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to care for and feed animals in the shelter; to clean and maintain shelter facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training and first working level in the Animal Control Officer class series. Incumbents learn to apply State and County regulations concerning the humane care, licensing, impounding, adoptions and euthanasia of animals. They work under supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete both Peace Officer Standards and Training PC 832 Training and Range Weapons training within six (6) months of employment.

REPORTS TO

Director of Animal Control.

CLASSIFICATIONS DIRECTLY SUPERVISED

Animal Control Volunteers.

EXAMPLES OF DUTIES

Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals; responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead animals on county maintained roads; make complete investigations of animal bites and quarantines animals if necessary; explains animal control ordinances and policies to the public and concerned parties; issues licenses; maintains records of animal impounding, licenses issued, and license fees collected; feeds and cares for animals impounded at the animal shelter; euthanizes animals in the prescribed manner; cleans and maintains shelter facilities; enters and retrieves information on a computer; completes paperwork for dog licenses, and impounded, adopted, or redeemed animals; works with other law enforcement agencies to enforce animal control laws; may transport and use various firearms; documents cases for prosecution of animal abuse and noncompliance; may testify in court or administrative hearings; may perform general office duties to include record and statistical reports, financial balancing, and deposits; may also transport, monitor and direct Amador County Inmates while performing duties at the Animal Shelter.

Animal Control Officer I 3-05
ANIMAL CONTROL OFFICER I - 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 100 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

• Care and feeding of various breeds of dogs and cats and other domestic and wild animals.
• Common disease of animals, their symptoms and care.
• Safe and efficient handling of large and small animals.
• Characteristics of animal behavior.
• Basic methods of animal collection and restraint.

Ability to:

• Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, humane care and treatment of animals.
• Carry out oral and written directions.
• Work cooperatively and effectively with fellow employees, the general public, and other governmental agencies.
• Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
• Care for animals in the shelter including sick and injured animals.
• Read, and interpret written material.
• Deal tactfully and courteously with the public.
• Exercise good judgement in handling potential hostile individuals/situations.
• Establish and maintain cooperative working relationships.
• Learn general law enforcement functions and procedures.
• Perform general office duties.
ANIMAL CONTROL OFFICER I - 3

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience working with and interacting with the Public.

Previous employment in an animal related field. Experience in caring and handling large and small animals is required.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a valid 832 Peace Officer Standards and Training Certificate and Range Weapon Training within one (1) year of employment with Amador County.

Completion of California State Humane Officer Academy within one year of hire.