

ANIMAL CONTROL OFFICER I/II

DEFINITION

Under general supervision, enforces State and County laws regarding stray, dangerous and nuisance domestic animals; investigates complaints, patrols assigned areas, captures animals, and ensures humane animal protection and control; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I is the entry-level class of the animal control series. Initially under close supervision, incumbents learn animal control and County enforcement procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Animal Control Officer II, and incumbents may advance to the higher level after gaining experience and proficiency to meet the qualifications of the higher-level class.

Animal Control Officer II is the journey level of this series, fully competent to perform the full range of animal control duties. All positions are characterized by fairly clear guidelines from which to make decisions, although supervision is not always immediately available in non-routine situations. This class is distinguished from Senior Animal Control Officer in that the latter is the working lead level in the animal control officer series with responsibility for providing lead direction to other animal control staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals.
- Conducts an initial investigation of complaints regarding animal cruelty; investigates animal bites, arranging for appropriate identification and quarantine.
- Explains state and local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public.
- Issues citations for violations of applicable regulations; patrols assigned areas operating County vehicles.
- Performs rescue of wild, stray, unlicensed domestic animals and livestock running at large for impounding; transports injured animals; performs euthanasia as required.
- Testifies in court regarding citations and disposition of complaints.
- Assists other agencies and County departments with animal control and handling activities.
- Enters, edits and retrieves data and may prepare periodic or special reports using a computer system.
- May operate standard office equipment, including a computer, facsimile equipment and telephones. Collects and balances licensing monies; prepares receipts and other forms.
- Operates humane traps, mobile radios, and related animal control tools and equipment.
- Identifies symptoms of common animal diseases, including rabies, and recommends veterinary medical care, isolation or destruction.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- o Basic species and breed identification of a variety of livestock, domestic and common wild animals.
- o Symptoms and behavior associated with rabies and other common diseases of animals.
- o Behavior and handling of livestock common domestic or wild animals.
- o Methods and equipment used in the care and control of animals.
- o State and local laws and ordinances pertaining to the proper care and control of animals.
- o Safety practices pertaining to the work.
- o Basic recordkeeping principles and practices.

Skill in:

- o Handling, capturing and controlling animals humanely and effectively under stressful or emergency circumstances.
- o Assessing animal behavior and making effective decisions regarding handling, capturing or destroying the animal. Identifying symptoms and behaviors associated with rabies and other common domestic animal diseases.
- o Operating County vehicles, radios, and other animal control tools and equipment.
- o Reading maps and following directions.
- o Maintaining accurate records and preparing reports of work performed.
- o Operating standard office equipment, including a computer terminal.
- o Understanding and following oral and written instructions.
- o Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid driver's license. Must be able to work with animals and regularly lift and carry up to eighty pounds. Within one year of employment must successfully complete the California State Humane Officer Academy.

Education and Experience:

Animal Control Officer I: High School diploma or equivalent GED certificate AND one year of experience in caring for animals of various types and in explaining and enforcing regulations and procedures to the public.

Animal Control Officer II: In addition to the above, one year of experience in animal care, control and enforcement at a level equivalent to the County's class of Animal Control Officer I.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.