



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANIMAL CONTROL OFFICER II

DEPARTMENT: Sheriff, Animal Control Division
LOCATION: Countywide

DEFINITION: To protect the public from rabid, dangerous or potentially diseased animals; to rescue injured and trapped animals; to control the population of unwanted animals; to enforce State and County laws and regulations pertaining to vicious or nuisance animals and the licensing and humane treatment of animals; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees allocated to the advanced journey level classification are assigned responsibility for providing all animal control functions for a significant geographic region within the County. In this capacity, employees perform all types of duties including the most difficult and responsible types of duties assigned to classes within this series. Employees in this job class may be assigned periodic or regular responsibility for kennel operations and maintenance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents in this series must demonstrate necessary and required competencies to advance to this advanced journey level. Receives general supervision from the Supervising Animal Control Officer within the scope of established policies, guidelines and pertinent regulations. Positions assigned to this job class may establish and/or update appropriate procedures and systems as necessary and subject to management approval. Positions assigned to this job class work independently within designated geographic and/or areas of responsibility. Positions in this job class may provide lead work and/or training to other staff members and/or volunteers as assigned.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Animal Control Officer I: Patrols a designated geographical area of the County and enforces animal regulations, laws and ordinances; contacts dog owners to locate unlicensed or unvaccinated dogs; receives and investigates complaints and reports from the public and other agencies regarding stray, dangerous, unwanted or improperly controlled animals; tactfully handles complaints to successfully resolve the situation; consults supervisor and/or other Animal Control Officers by radio for advice or assistance in the handling of unusual and/or difficult situations.

Issues violation notices and court citations according to pertinent laws and ordinances; collects evidence and appears in court as a witness, as necessary; issues warnings, dangerous animal statements and citations; works cooperatively with law enforcement groups when joint action is required.

Responds to emergency calls concerning animal bites; quarantines potentially rabid animals; observes and examines potentially rabid animals at intervals as directed; instructs the animal owner/general public on proper quarantine procedures; destroys or releases animals from quarantine at the end of a safe time period, as directed; issues citations for violation of the quarantine.

Traps and captures animals suspected of carrying rabies, transfers to captivity for examination and arranges for rabies testing; prepares laboratory specimens, sends to lab, and follows up on test results as appropriate according to relevant laws, codes, and ordinances.

Operates and utilizes animal control vans, tranquilizer guns, shotguns, rifles, and other related equipment to control or destroy dangerous and/or injured animals, according to and in compliance with pertinent laws, codes, and ordinances and in a safe manner.

Acts as a resource to law enforcement agencies, animal owners, and the general public regarding animal control issues, laws and ordinances, kennel operations, and rabies/disease control.

Participates in conducting immunization clinics on an annual basis; assists in arranging for and setting up multiple clinics; may assist veterinarian with vaccinations and animal inspections.

Administers first aid or minor treatments to animals; picks up and transports sick, injured or dead animals; impounds animals and releases impounded animals to owners; may segregate, isolate, euthanize, and dispose of animals according to relevant laws, codes, and ordinances and as directed.

Prepares food and feeds animals; cleans kennels and related areas; may participate in front office and kennel operations as necessary and as directed.

Assists the public in claiming impounded animals; selects most adoptable animals and assists customers in pet selection; answers questions concerning age, breed, characteristics, care and treatment of animals; explains relevant animal control laws, regulations, procedures and policies in response to inquiries.

Interacts with the public in a professional and knowledgeable manner to maintain public confidence and safety; may speak at schools and to other community groups concerning animal control services.

Issues dog and kennel licenses; collects and records fees.

Prepares necessary documentation and routine reports, maintains records and fills out forms concerning animal control activities and transactions.

May assist with the training of new animal control staff as assigned.

Operates and performs minor maintenance on all equipment used in the field and the kennels including vehicles, weapons, traps, catch-poles and cages.

Cleans and disinfects shelter facilities, vehicles, and equipment as necessary.

Performs related duties as assigned.

Animal Control Officer II: (In addition to those duties as previously outlined):

Provides all animal control tasks and activities within an assigned and significant geographic region within the County including the most difficult, sensitive, and complex duties.

May be responsible for the day to day operations of the Animal Control Shelter as assigned; oversees, monitors and participates in the cleaning and disinfecting all kennels and cages including feed and water dishes; oversees, monitors and participates in the cleaning and disinfecting of quarantine areas; oversees, monitors and participates in the feeding and watering of all animals; maintains records on special feed instructions for animals needing unique care; takes in stray and owner released animals from the public and provides appropriate records.

In the absence of the Supervising Animal Control Officer, acts as lead to assigned Animal Control Officers, shelter staff and/or volunteers by assisting in the assignment and review of work and cases.

Participates in training of field and kennel staff and volunteers in a variety of functions including training and overseeing euthanasia processes and chemical restraint procedures to ensure the safe and humane delivery of mandated services.

Conducts presentations and informational talks at schools and other community organizations and events to educate the public regarding the proper care of animals, the services provided by the County's Animal Control Division; performs a variety of community outreach activities to promote the adoption of shelter animals.

Assists the Supervising Animal Control Officer with documentation, analyses, and reporting of animal impound and deposition statistics as assigned and upon request.

MINIMUM QUALIFICATIONS

Animal Control Officer I: Requires a high school graduate or equivalent. Experience in the care and handling of domestic, farm and/or ranch animals is desirable. Must obtain a valid State of California Humane Officer certification and a euthanasia procedures certificate within the first year of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles.

Animal Control Officer II: In addition to the minimum requirements for Animal Control Officer, must possess at least two (2) years of progressively responsible and successful work experience performing duties similar to an Animal Control Officer in the County of Inyo. Must have successfully completed a euthanasia procedures certificate and all levels of State Humane Association Academy.

Knowledge of: Basic feeding and care of domestic animals; pertinent state and County laws, codes, and ordinances relating to animal control, treatment, impounding and licensing; standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals; basic investigative procedures and processes; symptoms of common animal diseases; common breeds of domestic animals and appropriate practices for their care, handling and feeding; English usage, spelling, grammar, and punctuation; basic principles and practices of positive customer service; basic office methods and equipment including filing and computer systems; basic mathematical calculations; basic computer software and keyboarding.

Skill to: On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; continuously observe for animal violations; problem solve field situations, and clearly explain animal control related procedures, regulations, and laws to public; learn to care for and control both domestic and wild animals in a safe manner, including livestock, so as to avoid injury to persons and animals; learn the provisions of state and County laws, codes, and ordinances relating to animal control and licensing; recognize symptoms of rabies and other animal diseases; learn the techniques involved in restraining and isolating animals suspected of having bitten individuals or of having rabies; know the standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals; qualify with department-issued firearms and safely and accurately operate assigned firearms; read and comprehend the laws and regulations pertaining to animal control; understand and carry out both oral and written instructions; read maps in an effective and timely manner; work effectively in stressful situations, exercise good judgment, and make sound decisions under a variety of conditions; effectively perform duties as required by law including disposal of carcasses and euthanasia; obtain information through interview and interrogation; deal fairly and courteously with the public; communicate clearly, tactfully, and concisely, both orally and in writing; prepare and maintain accurate records and forms; work with various cultural and ethnic groups in a tactful and effective manner; use personal computer and office equipment necessary for successful job performance; perform routine mathematical calculations to include addition, subtraction, multiplication, and division; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

Typical Physical Requirements: Mobility to work in a standard office environment, use standard office equipment, and perform field work on a daily basis. On an intermittent basis, sit at desk or in vehicle; walk and stand during field activities; bend, squat, kneel or twist while working in field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift very heavy weight. Stand to conduct field contacts; hearing and speech to communicate in person and by telephone; climb during searches and hunts; manage physical confrontations with wild, angry or scared animals. Willingness and ability to travel by truck/van and work in exposure to temperature extremes and inclement weather. Good memory and recall is necessary for the accurate and timely transfer of data/information.

Typical Working Conditions: Work environment is a combination of desk work, travel by car, shelter activities, and field investigations. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while conducting field work and driving. Employees subject to working shifts, stand-by, on-call, week-ends, and holidays as assigned.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background investigation and physical examination.