

CLASS SPECIFICATION

Yuba County

May 2006

CLASS TITLE: Animal Care Services Officer

FLSA STATUS: Non-exempt

JOB SUMMARY:

Enforces State and County laws regarding stray, dangerous, rabid, nuisance and unwanted domestic animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to humane animal protection and control; performs related work as assigned including assisting the public with drop off, pick up and adoption of animals as necessary.

CLASS CHARACTERISTICS:

This is a working level class in animal control, responsible for enforcing applicable regulations in a limited public officer capacity. Successful performance of the work requires skill in dealing with the public in difficult situations as well as a willingness to handle animals that may be injured or ill. This class is distinguished from Supervising Animal Care Services Officer in that the latter is the working supervisory level in the series, responsible for program planning, enforcement and review in addition to staff supervision and performing the full range of control duties.

EXAMPLES OF DUTIES:

Essential:

- Investigates complaints from the public and other agencies regarding rabid, nuisance, stray, uncontrolled, dangerous or diseased animals; takes and prepares specimens for testing from possibly diseased animals.
- Conducts initial investigation of complaints regarding animal cruelty; investigates animal bites, arranging for appropriate identification and quarantine.
- Explains local and state laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public; sells licenses to animal owners.
- Issues citations or notices for violations of applicable regulations; patrols assigned areas operating County vehicles.
- Captures stray animals for impounding; removes dead animals from public and private properties; transports injured animals and provides for their care.
- Assists in feeding and caring for animals in the shelter; ensures that the shelter is maintained in a clean and orderly condition.
- Inspects premises and issues permits for kennels and exotic animals.
- Euthanizes unwanted or ill animals in a humane manner.
- Assists in performing counter work; provides information to the public, takes reports, takes license fees and issues licenses.
- Maintains records and prepares daily reports related to work performed.
- Works with District Attorney staff in developing violation cases; testifies in court as required.
- Operates humane traps, mobile radios, and related animal control tools and equipment.
- Identifies basic symptoms of common animal diseases and recommends veterinary medical care or isolation to the animal owner.

Important:

- Assists other agencies and County departments in animal control and handling.
- Performs a variety of general office support work including answering telephones, dispatching officers and maintaining files.
- Uses a variety of standard office equipment in the course of the work, including a computer.

QUALIFICATIONS:

Knowledge of:

Behavior and handling of common domestic or wild animals.
Methods and equipment used in the care and control of animals.
State and local laws and ordinances pertaining to the proper care and control of animals.
Safety practices related to the work.
Record keeping principles and practices.
Standard office practices and procedures.
Basic law enforcement and criminal justice policies and procedures.
Basic species and breed identification of a variety of domestic and common wild animals.
Basic symptoms and behavior associated with rabies and other common diseases of animals.
Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Handling, capturing and controlling animals humanely and effectively under stressful or emergency circumstances.
Assessing animal behavior and making effective decisions regarding handling or capturing the animal.
Identifying symptoms and behaviors associated with rabies and other common domestic animal diseases.
Operating County vehicles, radios, and other animal control tools and equipment.
Reading maps and following directions.
Maintaining accurate records and preparing standard reports.
Using initiative and independent judgment within established procedural guidelines.
Speaking English effectively to communicate in person or over the telephone.
Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

Physical Demands:

- Mobility and strength to work in a typical office or field patrol setting, use standard office equipment, and drive a motor vehicle.
- Strength to lift and maneuver animals weighing up to 150 pounds with proper equipment.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces;
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over a radio or telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Willingness to handle aggressive, injured, ill and dead animals in potentially hazardous situations.
- Wear a uniform as specified.
- Work extended or off-hours shifts or be called back in emergency situations.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possession of, or ability to obtain within one (1) year of hire date, a California PC 832 Peace Officer Certification.
- Pass a Psychological examination.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from high school and one (1) year of experience in animal care or similar work which will have provided the required knowledge and skills.

Preferred: In addition to the above minimum, up to three (3) years of experience in animal care or similar work which will have provided the required knowledge and skills.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.