

ANIMAL CONTROL OFFICER I
ANIMAL CONTROL OFFICER II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties involved in enforcing city and state laws governing the care and keeping of animals in the city; and to impound and care for animals as appropriate.

DISTINGUISHING CHARACTERISTICS

~~**Animal Control Officer I**—This is the entry level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~**Animal Control Officer II**—This is the journey level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Animal Control Officer I

Receives immediate supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

Animal Control Officer II

Receives general supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

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Animal Control Officer I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Patrols city streets and roads; searches for stray domestic and wild animals; plans routine patrols as necessary.
2. Enforces city and state animal control laws; issues citations for violations of the animal control ordinances.
3. Conducts inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances and state statutes; inspects residential properties for compliance with animal permits and suitable containment of animals.
4. Impounds and quarantines animals as appropriate; contacts a veterinarian to treat injured animals as appropriate; maintains quarantine and health records; determines if a sick or injured animal presents a public health risk.
5. Investigates reports or complaints of dangerous or nuisance animals and take appropriate action; investigates reports of animal abuse.
6. Researches and updates computerized records; prepares a variety of reports.
7. Picks up and disposes of deceased animals.
8. Coordinates assigned cases with the City Attorney's Office and courts as needed; writes requests for prosecution, search warrants and summonses; appears in court on applicable cases.
9. Assists law enforcement agencies at crime scenes, evictions, accidents and other situations where animals are present.
10. Responds courteously and diplomatically to the general public, including hostile or irate people, to provide appropriate level of customer service.

Marginal Functions:

1. Maintains vehicle and equipment in proper working condition; cleans vehicle and equipment as necessary.
2. Performs general office duties; answers telephone calls, ~~and~~ provides information and explains procedures; sends notices; files rabies certificates and other documents.
3. Performs related duties and responsibilities as required.
4. May assist with coordinating animal control information with outside agencies and jurisdictions.

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Animal Control Officer I/II-(continued)

5. May participate in public education and school information programs; may interact with citizen groups.
6. May be required to respond to calls outside of normal work schedule.

QUALIFICATIONS

Animal Control Officer I

Knowledge of:

Basic knowledge of animal handling techniques.
Techniques of communicating with the public.
Basic Procedures and techniques for dealing with the public in a tactful but firm manner.
Local geography and street locations.
Various breeds of domestic and wild animals.
Behaviors of domestic and wild animals.
Methods and techniques of animal handling, collection and impoundment.
Report writing techniques.
Methods of using immobilization and restraint devices.
Techniques for handling animals that have been chemically immobilized or physically restrained.
Proper care and handling of healthy, sick or injured animals.
Safety standards and practices and occupational hazards.

Ability to:Skills in:

Learn typical behavior of domestic and wild animals.
Learn basic methods of using chemical immobilization and restraint devices.
Learn techniques for handling animals that have been chemically immobilized or physically restrained.
Learn to interpreting, applying and enforcing laws and regulations pertaining to animal control.
Learn to perform a variety of animal control activities.
Learn techniques and methods of animal handling, collection and impoundment.
Working effectively in highly emotional situations.
Learning emergency practices and procedures.
Learn to effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrating proficiency with firearms tranquilizer guns and immobilization devices.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Applying appropriate practices and procedures in emergency situations.
Thinking and acting quickly and appropriately in emergency situations.

Experience and Training Requirements

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Animal Control Officer I/II (continued)

Experience:

One year of Previous work experience in animal control, the professional handling of animals or law enforcement is desirable.

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements

Must be eighteen years of age on the date of application.

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

Must successfully complete Level I & II of the National Animal Control Academy or Level I & II of the National Cruelty Investigator School within one year of appointment.

Animal Control Officer II

In addition to the qualifications for Animal Control Officer I:

Knowledge of:

Local geography and street locations.

Various breeds of domestic and wild animals.

Behaviors of domestic and wild animals.

Procedures and techniques for dealing with the public in a tactful but firm manner.

Methods and techniques of animal handling, collection and impoundment.

Report writing techniques.

Methods of using immobilization and restraint devices.

Techniques for handling animals that have been chemically immobilized or physically restrained.

Proper care and handling of healthy, sick or injured animals.

Ability to:

Interpret, apply and enforce animal control laws and regulations.

Administer animal first aid.

Apply appropriate practices and procedures in emergency situations.

Think and act quickly and appropriately in emergency situation.

Effectively deal with personal danger, which may include exposure to armed or dangerous persons.

Experience and Training Requirements

Experience:

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Animal Control Officer I/II (continued)

Three years of experience in animal control or the professional handling of animals.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

Must have successfully completed Levels I & II of the National Animal Control Academy or Levels I & II of the National Cruelty Investigator School on the date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilizing equipment, and Oleoresin Capsicum Pepper Spray or its equivalent.

Safety equipment: Gloves, safety shoes, eye protection, and other personal protective equipment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. approximately 5 times per shift, and 50-80 lbs. approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 45" off ground level. Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

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Animal Control Officer I/II-(continued)

Climbing: Frequently, in and out of vehicle approximately 40 times per shift.

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, and climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

SMMSEAL

REV 10/10/067/12/2011, combining Animal Control Officer I and II (X)

FLSA and City: nonexempt

CSB-12/13/2006