

DEPUTY ANIMAL CONTROL OFFICER

DEFINITION

To enforce County ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare; to impound, care for and dispose of animals as appropriate.

DISTINGUISHING CHARACTERISTICS

This is the journey / entry level class with primary responsibility to enforce local ordinances and state laws relating to domestic animals and livestock. This class is distinguished from the class of Animal Control Officer in that the Animal Control Officer is a department head responsible for planning and directing the activities of the Animal Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Control Officer.

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

Patrols County streets, roads and highways; searches for and captures domestic animals and livestock; removes dead carcasses and livestock from roadways.

Captures and transports sick, injured or potentially rabid animals to veterinary hospital for treatment; impounds and quarantines animals as required; assists veterinarian with the euthanasia of animals.

Investigates complaints of dogs, cats or other animals creating nuisances and takes appropriate action.

Investigates reports of animal abuse.

Canvasses County and city for unvaccinated and unlicensed dogs.

Issues citations and warnings for violations of ordinances; files charges with District Attorney as appropriate; testifies in court.

Responds to calls regarding stray, vicious and/or diseased animals; responds to calls regarding animal bites and quarantines; performs preliminary investigations.

Provides public education regarding animal control; explains ordinances related to the care and keeping of animals.

Assists in conducting rabies clinics.

Deputy Animal Control Officer
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

Coordinates department activities with those of other agencies and organizations.

Maintains cleanliness of animal control vehicle; washes and disinfects cage area to prevent the spread of odors and disease.

Prepares and maintains records of daily activities.

Issues dog licenses.

Assists in training new department personnel as requested.

Performs general office work as required, including but not limited to preparing reports and records, entering computer data, maintaining files, answering the telephone, collecting and distributing mail, collecting and depositing fees and fines, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Various breeds of dogs, cats and other domestic animals, including livestock.

Principles of licensing, controlling and disposing of animals.

Methods of animal collection and impoundment.

Normal and abnormal animal behavior, and symptoms of animal abuse.

Types of equipment, materials and specialty items used in animal control procedures.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Ability to:

Learn, interpret, apply and enforce pertinent laws, policies, rules and regulations.

Learn to use and care for animal control equipment, including firearms, animal traps, snares, lariat and tranquilizer gun.

Understand and follow oral and written instructions.

Work under stressful or dangerous conditions, often involving personal risk or risk to others.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control animals of varying sizes and weights.

Deal courteously, yet firmly and effectively with the public in enforcement situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

One year of experience working with animals is desirable.

Training:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, P.O.S.T. Section 832 Certification.

Classification Code:	5231240
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"