

ANIMAL CONTROL OFFICER

*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.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of duties involved in the enforcement of various City and state animal control ordinances, regulations, and laws governing the care and keeping of livestock and wild and domestic animals in the City; investigates complaints regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals and issues appropriate citations; performs a variety of duties involved in licensing, impounding, caring for, and disposing of animals in accordance with state law and municipal ordinances; and provides public assistance in the field and at the City shelter.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operate an animal services vehicle patrolling streets and alleys to capture and confine wild, stray, and unlicensed animals; impound dead, sick, injured, stray, or trapped domestic and non-domestic animals; remove and dispose of dead animals from public and private properties; transport injured animals.
2. Enforce applicable state laws and municipal ordinances concerning the ownership, impoundment, care, treatment, sale, and disposal of animals; enforce applicable animal control codes and licensing ordinances; issue citations for violations of applicable regulations.
3. Investigate complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild, or diseased animals.
4. Respond to and conduct initial investigation of complaints regarding animal cruelty and abuse.
5. Investigate animal bites, arranging for appropriate identification and quarantine.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints; provide public information and education to citizens and community groups regarding animal services policies and procedures; give public presentations as necessary; educate the public on laws, codes, ordinances, and policies relating to the care and control of animals; assist public with licensing questions and complaints.
7. Participate in the operation of the City's animal shelter; kennel animals; update information in the computer system; clean, feed, and care for animals; clean animal cages and sterilize food and water containers; maintain sanitary conditions; microchip and vaccinate animals as necessary; test animals for compatibility with other animals and people; show animals to potential adoptees when necessary.
8. Operate and maintain a variety of animal services tools and equipment including humane traps, mobile radios, and related animal services tools and equipment; keep equipment and vehicle in clean and healthful condition to accept impounded animals.

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9. Prepare and maintain a variety of records detailing animal control work performed; prepare reports following established procedures.
10. Perform animal euthanasia according to established rules and regulations.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods and techniques of animal collection and impoundment.
- Behavior and other characteristics of various breeds of dogs, cats, and other wild and domestic animals and livestock.
- Principles and practices of animal care and first aid.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Methods and equipment used in the care and control of animals.
- Office procedures, methods, and equipment including computers.
- Pertinent federal, state, and local laws, codes, and regulations including laws and regulations governing the care, housing, and control of animals.
- Methods and techniques used in customer service and public relations.
- Principles and practices of record keeping and reporting.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.
- Occupational hazards and standard safety practices.

Ability to:

- Perform a variety of animal control activities.
- Interpret, explain, and enforce City animal control rules, regulations, policies, and procedures.
- Capture and care for a variety of domestic, exotic and wild animals.
- Recognize symptoms of rabies and common animal diseases.
- Perform euthanasia.
- Respond to requests and inquiries from the general public.
- Operate a variety of animal control equipment in a safe and effective manner.
- Understand and follow oral and written instructions.
- Speak before community groups.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade (such as possession of a High School diploma or GED).

Experience:

One year of experience in a position involving a high level of public contact and experience in the care and treatment of with animals. Animal control experience is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or the ability to obtain during probationary period, a certificate for the euthanization of animals.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an office, kennel, and field environment; exposure to a variety of domestic and wild animals; exposure to infectious animal diseases, animal wastes, animal bites, allergens, and inclement weather conditions; incumbents may be required to work extended hours including evenings, weekends, and holidays.

Physical: Primary functions require sufficient physical ability and mobility to travel to various locations to pick up and dispose of animals; exert physical strength when handling animals and livestock; to stand or sit for prolonged periods of time; stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

FLSA: Non-Exempt

February 1985
Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.