

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ANIMAL CARE & CONTROL OFFICER-IN-TRAINING
DEPARTMENT: ANIMAL CONTROL
REPORTS TO: ANIMAL CONTROL MANAGER OR DIRECTOR

CLASS CODE: 2017
FLSA STATUS: N
DATE: 05/01

JOB SUMMARY:

Under direct supervision, primary responsibility is to gain the knowledge, training, and experience which would allow for the enforcement of state laws and county ordinances pertaining to the care, control, and licensing of animals; and performs other related duties as required.

DISTINGUISHING FEATURES

Animal Care and Control Officer-in-Training is the trainee level classification in the Animal Care and Control Officer series. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, incumbents perform with increasing independence. This class is distinguished from Animal Care & Control Officer in that the latter has completed the required training and performs the full range of duties and responsibilities of the journey class. Incumbents in this class handle routine cases, and are expected to gradually work without direct supervision to complete all required training and certification programs within one year of employment.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

After receiving individual training and under supervision patrols the county in a vehicle for violations of animal laws.

Learns to apply departmental policies and procedures such as when to pick up animals or issue citations.

In a training capacity and when directed locates, controls and impounds animals; quarantines animals suspected of being rabid.

Assists Animal Care & Control Officers, and Senior Animal Care and Control Officers in the Investigation of reported possible rabies exposure from animal bites to humans and wild animal bites to domestic owned animals.

Assists Animal Care & Control Officers, and Senior Animal Care and Control Officers in the investigation of reported animal abuse/neglect; may investigate livestock loss due to dogs.

After sufficient training and instruction issues citations, verbal and written warnings.

In a training capacity promotes good public relations by educating pet owners on laws pertaining to care and control of animals, spaying/neutering pets, and vaccinating and licensing pets; assists with the conduct of education programs for schools and groups on animal care issues.

Learns to prepare documentation and court case reports; may appear and testify in court as required.

Learns to maintain records and logs relating to, use of drugs needed for treatment, vaccinations, and euthanasia.

Orders and reorders supplies as needed.

Under close supervision and in a training capacity learns the basic operations and maintenance of firearms used in the course of work.

Performs kennel tasks, such as cleaning and disinfecting dog runs and cat cages; feeds and waters animals; assists with the performance of euthanasia and disposal of animals, as needed.

Performs shelter tasks, such as answering phones, accepting animals brought to the shelter by the public and other agencies, selling dog licenses, adopting animals, redeeming owned animals and otherwise assisting the public.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle(s)	Radio	Scanner	Leash	Muzzle
Cat Grabber	Phones	Traps	Camera	Pepper Spray
Syringes	Catch Pole	Computer	Clippers	

In a training capacity learns the operations and maintenance of sidearms, rifles, and tranquilizer guns.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

Basic State Humane Officer Academy within the twelve month probationary period.

Completion of Penal Code 832 training within the twelve month probationary period.

Desirable Qualifications:

Six months of progressively responsible experience requiring public contact and/or animal care; or,

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Characteristic animal breeds, common diseases and animal behavior.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a computer terminal to enter and retrieve data and information.

Testifying in court.

Mental and Physical Abilities:

Establish and maintain effective working relationships with a variety of individuals.

Follow oral and written instructions.

Write reports and correspondence.

Speak effectively before groups.

Work with and handle animals safely, in a humane manner in hazardous and non-hazardous situations.

React quickly, efficiently, and calmly in an emergency situation and to adopt an effective course of action.

Interpret, apply and enforce laws, regulations, ordinances and policies related to animal control.

Care for and use a variety of small firearms, pepper spray, and impact weapons.

Stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and speak and hear.

Lift and/or move up to 100 pounds.

Perceive and discern color, sound, odor and shape.

Working Conditions:

Frequent exposure to outdoor weather conditions, toxic or caustic chemicals, and sick or dangerous animals.

Exposure to loud sounds.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.