

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** ANIMAL CONTROL ASSISTANT  
**DEPARTMENT:** ANIMAL CONTROL  
**REPORTS TO:** VARIES

**CLASS CODE:** 2052  
**FLSA STATUS:** N  
**DATE:** 1/06 rev

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**JOB SUMMARY:**

Primary responsibilities include providing dispatching services and a variety of clerical and public contact duties for the Animal Control Department. Depending upon location of assignment, duties may also include the performance of kennel duties related to the physical well being of animals contained in the animal facility.

**DISTINGUISHING FEATURES:**

This class is distinguished from the Animal Facility Attendant by the performance of clerical and dispatching duties performed by the Animal Control Assistant. However, depending upon location of assignment, such as Fort Bragg, Animal Control Assistant may be assigned the duties of Animal Facility Attendant. Animal Control Assistant is distinguished from the Animal Control Officer series by its lack of duties related to the enforcement of state laws and county ordinances pertaining to the care, control, and licensing of animals.

**SUPERVISION EXERCISED:**

Exercises no supervision. May train other staff and serve as lead worker to temporary staff in supervisor's absence.

**ESSENTIAL JOB FUNCTIONS:** *(Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)*

Receive and process inquiries, complaints, information and emergency calls from the public.

Send and receive routine and emergency radio messages to/from Animal Control Officers on patrol using standard operating procedures; maintains computer logs of calls dispatched to officers.

Complete various forms/logs and/or enters and retrieves information from computer related to activities.

Greet customers at counter and assists them based on their inquiries.

Sell dog licenses; collect fees from owners redeeming their animals; collect pet adoption fees; balance cash with daily sales records.

Screen potential dog/cat adopters to assure animal's welfare and keep adoption returns to a minimum.

Initiate and maintain records and casework files in accordance with established alphabetical, numerical, topical, chronological and/or cross-indexed systems.

Receive animals into the shelter; take animals to dog runs or cat room; assess animals for visible signs of illness and/or injury; removes feral cats and/or small wild animals from live animal traps; assign numbers to animals and cross checks with animal cards to assure all animals accounted for.

Issue citations for violations to dog owners redeeming their animals from the shelter in the absence of Animal Control Officer.

Contact other departments, agencies and/or businesses regarding departmental paperwork and activities, such as scheduling spay/neuter appointments or rabies vaccinations or verifying information with veterinarians.

Receive and route incoming reports, charts, legal documents, or other information to appropriate locations.

May provide direction to temporary help in supervisor's absence.

Perform other related duties as assigned.

Depending upon location of assignment may also:

Clean and disinfect kennels, euthanasia area, and animal crematorium.

Feed and water animals daily.

Administer approved vaccines.

Assist with administering approved euthanasia drugs for the euthanasia of animals.

Inventory, order and stock supplies.

Clean and maintain animal facility office and grounds.

Transport animals to veterinarian hospitals.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Computer

Calculator

Two-way Radio

Catch Poles

Cat Traps

Cat Grasper

Muzzles

Leashes

Water Hose

Sprayer

Live Animal Traps

Small Tools

Vehicle

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and, two to three years of experience performing clerical functions including responsibilities involving contact with the public\_or, a combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License (depending upon location of assignment)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

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

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

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

Dog and cat breeds and animal behavior.

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

**Skill in:**

Safe animal handling.

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

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

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

Communicating clearly and effectively, both orally and in writing.

Using mathematics.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to learn animal behavior and disease symptoms such as rabies and related common diseases.

Ability to understand and carry out oral and written instructions.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

Ability to interpret department policies and procedures accurately.

While performing the essential functions of this job the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and speak and hear.

While performing the essential functions of this job, the employee is frequently required to lift and/or move up to 50 pounds.

While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 100 pounds.

While performing the essential functions of this job the employee is occasionally required to use color, sound, odor and shape perception and discrimination.

**Working Conditions:**

While performing the essential functions of this position, the employee is regularly exposed to fumes or airborne particles, and toxic or caustic chemicals.

The incumbent's working conditions are typically loud.

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.