

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 2053
FLSA STATUS: N
DATE: 10/99
REVISED: 05/01

JOB SUMMARY:

Under general supervision, to enforce state laws and county ordinances pertaining to the care, control, and licensing of animals; and to perform related duties as required.

DISTINGUISHING FEATURES:

Animal Care and Control Officer is the journey level classification in the animal control officer series. Incumbents in this class handle routine to complex cases, and are expected to possess considerable knowledge specific to the job assignment within the scope of the class. Incumbents in this class are distinguished from Senior Animal Care and Control Officer in that the latter provides lead worker support for other animal care and control staff; and/or serves as a technical expert in a specialized function within the normal scope of work such as firearms trainer. This class is distinguished from Animal Care & Control Officer-in-Training in that the latter is primarily involved in gaining the knowledge, skill and ability necessary to independently perform the full range of duties of the journey class.

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

Patrols the county in a vehicle for violations of animal laws.

Picks up stray, owned, abused/neglected, injured, sick, abandoned, dead or aggressive animals.

Locates, controls and impounds animals; quarantines animals suspected of being rabid, if needed.

Investigates reported possible rabies exposure from animal bites to humans and wild animal bites to domestic owned animals.

Investigates reported animal abuse/neglect; investigates livestock loss due to dogs.

Issues citations, verbal and written warnings.

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; conducts or assists with education programs for schools and groups on animal care issues.

Prepares documentation and court case reports; appears and testifies in court as required.

Maintains records and logs relating to firearm discharges, use of drugs needed for treatment, vaccinations, euthanasia, and control and capture of animals.

Maintains firearms and equipment.

Orders and reorders supplies as needed.

Performs kennel tasks, such as cleaning and disinfecting dog runs and cat cages; feeds and waters animals; performs euthanasia and disposes 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	Firearms
Tranquilizer Gun	Syringes	Catch Pole	Computer	Clippers
Pepper Spray				

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One year of progressively responsible related experience; 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

Completion of Penal Code 832 Training

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

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

Characteristic animal breeds, common diseases and animal behavior.

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

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:

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

Ability to follow oral and written instructions.

Ability to write reports and correspondence.

Ability to speak effectively before groups.

Ability to work with and handle animals safely, in a humane manner in hazardous and non-hazardous situations.

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

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

Ability to care for and use a variety of small firearms, pepper spray, and impact weapons.

While performing the essential functions of this job the employee is regularly required to 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.

While performing the essential functions of this job the employee is frequently 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 frequently exposed to outdoor weather conditions, toxic or caustic chemicals, and sick or dangerous animals.

The incumbent's working conditions are typically loud.

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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.