

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

FLSA STATUS: N
DATE: 10/99
REVISED: 09/02

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is enforcing state laws and county ordinances pertaining to the care, control, and licensing of animals; serves as a leadperson for a satellite shelter, or oversees a specialized project beyond the normal scope of work. Incumbents develop and monitor work schedules of departmental personnel; and handle the difficult and most complex cases requiring a high level of knowledge of state laws and county ordinances, and the exercise of the greatest degree of tact and understanding. Incumbents in this class are distinguished from Animal Care and Control Officer in that the latter does not serve as a leadperson or oversee specialized projects.

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

Carries out lead worker responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.

Dependent upon assignment, oversees and is responsible for a specialized function within the department such as firearms trainer.

As directed by the Animal Care and Control Director prepares work schedules for department personnel; provides assistance and guidance to Animal Control Officers as needed.

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	Muzzle	Catch Pole	Cat Grabber
Computer	Phones	Traps	Camera	Tranquilizer Gun	Clippers
Syringes	Leash	Firearms	Pepper Spray		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

A minimum of two years of progressively responsible related experience equivalent to Animal Care & Control Officer with Mendocino County; 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

POST Penal Code 832

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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.

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

Characteristic animal breeds, common diseases and animal behavior.

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, 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.