

ANIMAL SERVICE OFFICER I

DEFINITION

Under supervision, captures and impounds dogs and other animals in conformance with related laws and ordinances.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Patrols city streets in search of stray, abandoned, injured or deceased animals; answers questions and complaints and provides information to citizens regarding licensing, shelter, leash law, vaccination and other regulations pertaining to animals; advises and assists police officers regarding animal control issues; conducts presentations on legal rights and instructs interested parties in self-protection from dangerous animals; catches, confines, and promptly transports animals to the appropriate facility or animal shelter; tranquilizes or euthanizes vicious or severely injured animals when necessary; writes incident reports and testifies in court if necessary; issues citations for violations and licenses in the field; deposits money collected from issuing licenses with the Finance Department; ensures health and well-being of animals by providing food, water and medicine as needed during transportation to and after placement in the animal shelter or with a veterinarian; assists in the releasing of animals to owners by transporting (carrying, walking) animals to motor vehicles; recognizes symptoms of rabies and animal diseases and reports information to shelter staff; keeps records of day-to-day activities; operates animal control vehicle in performance of duties; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Working under the direct supervision of the Animal Service Officer II, this is a uniformed but non-sworn entry-level classification within the Police Department concerned with catching and confining stray, diseased or injured animals, picking up dead animals and safely transporting them to the animal shelter. This class performs some administrative duties within the animal shelter as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from high school and some public contact experience. Experience in the care and handling of animals is desirable.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: animal behavior and characteristics; instruction and presentation techniques; City geography and street layout; municipal codes, policies, and procedures pertaining to animal control.

Ability to: understand and carry out written and oral directions; retrieve and carry injured, unruly, diseased or dead animals; read, comprehend, and apply municipal codes, policies, and procedures; read maps and understand street layouts of the city; legally and safely operate a pick-up truck or van; complete various incident reports, citations, impound records, and other related forms; maintain schedules and carry out assigned duties without close supervision; work effectively with the public, police personnel, and supervisors; speak in front of groups to give instruction, answer questions, and testify in court if necessary. With training, must be willing and able to use a tranquilizer weapon, baton, and pepper spray.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License; frequent standing and walking, and frequent stooping and bending; frequent lifting and carrying of animals weighing up to 50 pounds. Must be willing to work shifts, weekends, and holidays.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are individuals who are compassionate when dealing with abandoned, deceased, or injured animals and are capable of approaching unrestrained animals. These individuals enjoy working indoors and outdoors and with the public, including presenting information on animal ownership and self-protection from dangerous animals to interested groups. Self-motivated and adaptable, these individuals work well without close supervision.

Title change from Animal Control Officer I per Council Resolution No. 2001-073
effective 7-1-01

Class specification prepared and approved: 11/01
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