

## **ANIMAL CONTROL OFFICER II**

### **DEFINITION**

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Animal Control Officer class series. Incumbents perform the full range of animal control enforcement activities and are required to have completed PC 832 training and Euthanasia training.

### **REPORTS TO**

County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals, as well as training for Animal Control Officer I's.

## **EXAMPLES OF DUTIES**

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Issues warning notices and citations to ordinance violators.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May train and/or provide lead direction for Animal Control Officer I's.
- May perform general office support duties.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common disease of animals, care and their symptoms.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.

**Ability to:**

- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Perform office support work.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

At least (1) year of experience comparable to an Animal Control Officer I with Plumas County.

**Special Requirements:** Completion PC 832 Training.

Completion of Euthanasia Training.

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.