



CLASSIFICATION NO. 169

Established: 12/84

Revised: 8/15

FLSA: Non-Exempt

EEO: 4

## **ANIMAL CONTROL OFFICER 1**

### **CLASS CHARACTERISTICS**

Under general supervision, to perform independent office and field work, investigate, impound care for and dispose of dogs in accordance with State and County laws and regulations; to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Dog Services Division administers the County's animal control program to enforce State and County laws and regulations governing the care, control, impounding, protection, licensing and disposal of animals. The Division also operates and maintains the County's animal shelter which houses stray and abandoned dogs.

The Animal Control Officer 1 works independently under the general direction of a lead worker and field supervisor. Employees in this classification must enforce ordinances while demonstrating tact and maintaining cooperative relationships with the public. The incumbent investigates complaints, checks dogs for licensure, and transports dogs to the shelter.

Animal Control Officer 1 is differentiated from Animal Control Officer 2 which is the leadworker position in the series.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Investigates violations and complaints from the public including violations of dogs at large, aggressive dogs, neglect, bites, barking dogs, and other animal related issues; investigates reports of livestock damage by dogs.
2. Communicates with the public in the field, by phone and by mail/email to address dog related complaints; obtains both oral and written witness statements; takes appropriate action to resolve complaints by counseling parties, providing education, issuing citations.
3. Impounds stray and deceased dogs for transport; contains and captures biting and dangerous dogs for quarantine and court proceedings; picks up injured dogs; administers basic first aid and transports animals to veterinarian or the shelter; operates equipment used to handle and transport dogs and equipment carried for personal safety.
4. Responds to and provides information to the general public, explaining local laws and ordinances and other information related to the care, treatment, quarantine, and impounding of animals; presents information to the public about the characteristics and care of animals,

shelter operations, field activities and regulations.

5. Maintains accurate and timely investigation reports and logs, interviews witnesses, gathers evidence, prepares cases, presents cases for and offers testimony at hearings.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Methods and techniques of canine care and handling; laws and regulations relating to dog control; canine diseases and injuries; and techniques of impounding stray, injured and fractious dogs, basic math and grammar.

Skill to: Communicate effectively, both orally and in writing; keep correct and concise reports; exercise tact and good judgment; deal courteously and effectively with the public; comprehend and explain the laws and regulations governing the licensing, quarantine and impounding of dogs; safely operate a motor vehicle; safely apprehend and transport injured, frightened or sick dogs; work independently; establish and maintain effective working relationships.

### **WORKING CONDITIONS**

Duties require walking, stepping, twisting, squatting, reaching overhead, and the ability to lift up to 80 pounds having awkward size and shape, carry up to 50 pounds and 40 pounds while climbing stairs, and push/pull 50 pounds. Duties also involve exposure to loud noises, slippery and/or uneven surfaces, confined spaces and/or poor lighting, ammonia fumes, adverse weather conditions, hostile or angry citizens, and sick, injured, agitated, frightened or aggressive animals.

May be required to participate in 24 hours/day emergency program services

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/18