



CLASSIFICATION NO. 170

Established: 12/84

Revised: 08/15

FLSA: Non-Exempt

EEO: 4

ANIMAL CONTROL OFFICER 2

CLASS CHARACTERISTICS

Under general supervision, to investigate, impound, care for and dispose of animals in accordance with State and County laws and regulations; to exercise working supervision over employees engaged in the field enforcement of dog control laws and in the operation of the County animal shelter; and 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 2 exercises working (lead work) supervision over the Animal Control Officer 1, Animal License Enforcement Officer and administrative staff.

This is a non-supervisory classification distinguished from the Animal Services Manager who exercises administrative supervision of the entire Division. The Animal Control Officer 2 is distinguished from the lower level Animal Control Officer 1 who responds to complaints and enforces ordinances and has no lead work responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assigns tasks and monitors the work of the Animal License Enforcement Officer, Animal Control Officer 1 and administrative staff as directed by the Animal Control Field Supervisor or division manager.
2. 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.
3. 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.
4. 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.

5. 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.
6. Maintains accurate and timely investigation reports and logs, interviews witnesses, gathers evidence, prepares cases, presents cases for and offers testimony at hearing; assists in coordinating and overseeing dog services hearings and cases.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Laws, regulations and policies relating to dog control; canine diseases and injuries; methods and techniques of canine care and handling; methods and techniques of supervision; reporting and recordkeeping.

Skill to: Communicate effectively, both orally and in writing; comprehend and explain the laws and regulations governing the licensing, quarantine and impounding of animals; deal courteously and effectively with the public; safely operate a motor vehicle; work independently; exercise effective leadership and working supervision over subordinates; prepare reports and keep accurate records; establish and maintain effective working relationships with others.

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 two (2) years 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