



CLASSIFICATION NO. 171
Revised: 6/70, 6/76, 8/15
Reactivated and Revised: 9/10
FLSA: Non-Exempt
EEO: 8

ANIMAL LICENSE ENFORCEMENT OFFICER

CLASS CHARACTERISTICS

Under general supervision, to perform independent office and limited field contact work of a regulatory and informational nature; to ensure compliance to the dog licensing program of the County; 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 License Enforcement Officer makes some neighborhood door-to-door contacts, inquiries about dog ownership, instructs in licensing requirements and issues citations for violations. Duties are performed primarily within an office or shelter setting. The incumbent works under the general supervision (lead work) of the Animal Services Officer 2, who assigns duties, reviews field reports for thoroughness and compliance with departmental policy, County codes and State laws, and provides counsel on difficult problems.

This classification differs from the Animal Control Officer 1 who enforces all dog ordinances, investigates complaints and transports dogs to the shelter.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Makes phone, mail and independent field contacts, including residences, to secure compliance in connection with dog licensing regulations.
2. Instructs individuals in the proper procedures for compliance with county regulations; distributes licensing information and acts as liaison for the County regarding dog licensing requirements; provides education and outreach for the public and scheduled events.
3. Issues citations for dog licensing violations; follows up on non-compliant owners and other licensees through telephone calls, mail or site visits; writes summaries of actions proposed and taken, and related reports.
4. Maintains individual, multiple dog licensing records and animal rescue entity licenses in database and paper files and conducts premise inspections.
5. Performs administrative support functions related to dog control and licensing.

6. Coordinates, trains and monitors off-site license sale vendors.
7. Participates in cross training as an Animal Services Officer 1, to provide back up as needed.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: State and County laws, rules and regulations pertaining to dog licensing, stray holding and minimum care requirements; record keeping procedures; business English, spelling and arithmetic.

Skill to: Communicate effectively, both orally and in writing; read and follow written and oral instructions; accurately complete forms and reports; exercise tact and sound judgment in obtaining compliance to licensing requirements and in providing excellent customer service; comprehend, explain and enforce laws and regulations governing dog licensing; present clear and concise reports and explanations regarding enforcement before hearings officers; safely operate a motor vehicle; safely and effectively handle dogs of all sizes and temperaments; operate office equipment, including computers and related software applications; establish and maintain effective working relationships with County staff, other agencies and the public.

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. With the exception of neighborhood canvassing and follow-up for licensing issues, work is performed primarily within the shelter.

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