

# **ANIMAL CARE SPECIALIST I**

## **County of Tulare**

### **DEFINITION**

This position performs a variety of skilled and unskilled duties in the general maintenance, care, and treatment of animals which includes, but may not be limited to, domestic pets, equine and livestock. This position has direct contact with the public regarding the explanation of procedures, laws, adoptions and reclaiming animals.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Animal Care Specialist classification differ from the Animal Control Officer series in that they are primarily responsible for the care of the animals, the sanitary condition of the shelter and routine maintenance and repair of the facility. While this classification does not involve the patrolling of an assigned area of the County, incumbents may be directed to assist Animal Control Officers in the care, impound or transport of animals as needed. This position is subject to overtime, holiday, standby and callback assignments. This position differs from the Veterinary Technician position in that they are primarily responsible for non-medical animal care tasks, but may be asked to assist in Veterinary Care tasks, including but not limited to vaccination, euthanasia, assistance with surgery and medical care related duties pertaining to the County's spay and neuter clinic.

### **SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Supervising Animal Care Specialist or higher-level position.

### **DUTIES**

Perform animal care duties such as preparing food, feeding, and providing water.

Perform intake evaluations of animals and provide initial vaccinations, parasite control and other basic medical care as directed by the Veterinarian.

Clean and disinfect kennels, cat cages, litter, and food pans.

Provide appropriate enrichment and mental stimulation for sheltered animals.

Participate in and moderate dog play groups to improve the physical and mental welfare of sheltered animals.

Sweep and mop floors, pick up fecal materials, wash and sweep debris from walls, beds, and dog run areas.

Monitor sick, quarantined, and injured animals and observe them for unusual physical and behavioral conditions.

Segregate animals which have bitten or show signs of rabies or other disease.

Participate in animal behavior assessments as deemed appropriate and handle aggressive animals safely and humanely.

Participate in humane euthanasia when necessary.

Assist with transportation of animals to and from veterinary appointments, rescue groups, or other necessary activities.

Assist in medical care duties pertaining to the County's spay and neuter clinic, as well as any other medical related tasks as directed by the Veterinarian.

Keep and maintain various records and logs such as the disposition of animals, kennel cards, medical records, logs of controlled drugs dispensed, daily activity sheets, food, and other animal supply needs.

Utilize controlled drugs for tranquilization and euthanasia, following appropriate laws and procedures. Prepares logs of controlled drugs used.

Performs a daily count of animals and report any condition or inconsistencies to the supervisor, as appropriate.

Show animals to the public and provide information regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions.

Assist with various clerical duties such as answering the phone, dispatching calls to Animal Control Officers, and other duties as needed.

Collect redemption, adoption, and various other fees.

General cleaning and facility maintenance such as cleaning the restrooms, cleaning windows, pulling weeds, and making minor repairs as needed.

Check gates and locks for security purposes.

Report any safety or liability concerns to immediate supervisor.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable Accommodation will be made when requested and determine by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- General office equipment and procedures, including computer and applications.
- Basic principles and methods of recordkeeping.
- Basic mathematics.
- English usage, spelling, grammar, and punctuation.
- Basic, safe, humane, and efficient techniques and procedures for handling animals.
- Various animal breeds and their behavioral characteristics.
- Symptoms of common animal diseases including rabies.
- Safe work practices related to the handling and care of animals and facilities maintenance.

#### **Skill/Ability to:**

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.

- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Complete multiple priority projects with strict deadlines. Maintain confidentiality.
- May work on-call to respond to Animal Services related emergencies
- Establish, maintain, and foster positive and cohesive working relationships with the public and all County employees.
- Learn, apply, and follow appropriate rules, policies, procedures, and ordinances.
- Follow safe work practices and use protective equipment as directed and trained.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely, both orally and in writing.
- Organize work and set priorities to meet deadlines.
- Effectively utilize office equipment and appliances including computer systems, applications, cash register, and radio equipment.
- Count and balance money and deposits.
- File and maintain accurate records.
- Plan and complete assignments with little or no direct supervision.
- Use appropriate judgment in recognizing and exercising the scope and limits of authority.
- Properly administer and inject vaccines and medicine.
- Properly handle domestic, as well as wildlife animals, safely and efficiently.
- Provide appropriate maintenance care to impounded animals.
- Communicate with Animal Control Officers in the field by phone and radio.
- Exhibit humane and sympathetic treatment of animals.
- Recognize various breeds of dogs and other animals.
- Lift and carry animals that cannot or will not walk on a lead.
- Utilize animal handling and other equipment safely and effectively.
- Safely operate a motor vehicle.
- Follow safe work practices and use protective equipment as directed and trained.
- Properly perform euthanasia of animals by injection as required or assigned.
- Lift, drag or carry weights up to 100 pounds.
- Work indoors and outdoors in varying temperatures and climates.
- Stand, walk, reach; lift; carry, and stoop to perform maintenance and animal care duties.
- Work in a loud environment while exposed to animals, animal fluids, waste, and smells and pharmaceuticals.

**Education:**

- Equivalent to completion of the twelfth (12th) grade or enrollment in a C-SET or other qualifying employment program.

**Experience:**

- One (1) year of paid or volunteer experience working with animals such as at a pet store or animal shelter.

**Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

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- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California Code of Regulations, within six (6) months of the date of hire

Complete all requirements needed to obtain a Veterinary Assistant Controlled Substance Permit per the California Veterinary Medical Board within 90 days of the date of hire and maintain VACSP certification.

**SPECIAL REQUIREMENT:** Must be immunized against rabies within three (3) months of start date and maintain immunity for the duration of employment.

[Animal Care Specialist I] Job Code: 021710, Res: 15-0752, Approved: 09/15/2015

[Animal Care Specialist I] Job Code: 021710, Res: 18-0769, Approved: 09/11/2018

[Animal Care Specialist I] Job Code: 021710, Res: 21-1050, Approved: 12/14/21

[Animal Care Specialist I] Job Code: 021710, Res: 2023-0219, Updated: 03/26/23

[Animal Care Specialist I] Job Code: 021710, Res: XXXX-XXXX, Updated: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03