

# **ANIMAL CONTROL OFFICER I**

## **County of Tulare**

### **DEFINITION**

Under general supervision explains and enforces state laws and county ordinances relating to the treatment and control of animals; conducts surveys of private households and businesses to ensure animals are licensed and have current rabies vaccinations; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level class. Incumbents perform basic and routine tasks. As assigned responsibility and breadth of knowledge increase with experience, incumbents may reasonably expect to be promoted to the next higher class of Animal Control Officer II.

### **SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Supervising Animal Control Officer and/or the Animal Services Division Manager. Functional or technical direction and/or training may be provided by an Animal Control Officer II or III.

### **DUTIES**

Patrols as assigned in an animal control vehicle to search for stray, sick, injured, or dead animals and provide services as needed.

Respond to calls from the public, law enforcement agencies or other Animal Control Officers concerning injured, stray, sick or dangerous animals and violations of animal regulatory ordinances.

Enforces State and local laws, regulations, and ordinances, such as leash laws, licensing, vaccinations, spaying, neutering, quarantining, dangerous dog, animal noise, and barking dog ordinances.

Pick up and transport animals to the shelter for impounding, humane disposal or rabies investigation or to the veterinarian as appropriate.

Answer complaints concerning animals and take appropriate action.

Conduct investigations of animal bites and quarantine animals as appropriate.

Investigate and take appropriate action to prevent inhumane treatment of animals.

Explain and interpret animal control laws, regulations, policies and procedures; advise the public regarding relinquishing, reclaiming and adoption of pets or livestock.

Conduct special investigations in response to public complaints pertaining to possible violations of animal laws and regulatory ordinances.

Appears at hearings or in court to testify and present evidence regarding violations of animal laws and regulatory ordinances.

Prepare computerized reports.

Complete records and various forms such as daily activity sheets, receipts for fees received, citations, quarantines and investigative reports.

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

Impound and transport sick, injured, stray or dead animals.

Administer minor first aid and emergency treatment for animals and/or perform humane euthanasia.

Ensure dogs have been properly licensed and vaccinated by checking license tags and owner verifications.

Issue licenses and deposit funds.

Conduct residential canvassing for unlicensed dogs and handle follow up work on delinquent licenses.

Assist with front office duties such as receiving animals brought to the shelter by the public and releasing impounded animals to the public.

Safely use County issued equipment including: tranquilizer gun, chemical and physical restraints and animal traps.

Collect fees and issue receipts for licenses and other animal care/control services.

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

Participate in public school and community group presentations.

Exercise tact, compassion, courtesy and poise while discharging assigned duties.

Operate standard office equipment, and computer applications.

Clean and disinfect kennel areas, vehicles and equipment as directed.

**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 determined 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:**

- County and State ordinances and laws relating to the care, treatment and impounding of animals.
- The humane and safe procedure for animal euthanasia.
- Provisions relating to the collection and deposit of dog license receipts and penalties.
- The care and feeding of various breeds of dogs and animals, and the common diseases of animals and their symptoms.
- The capture, control and transportation of a variety of animals.
- Math sufficient to add, subtract, multiply and divide whole number, fractions and percentages.

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

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles 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 deadline.
- Maintain confidentiality of sensitive and personal information.
- Work rotating on-call to respond to Animal Services related emergencies
- Follow safe work practices and use protective equipment as directed and trained.
- Follow oral and written directions.
- Use appropriate judgment in recognizing and exercising the scope and limits of authority.
- Prioritize, organize, and carry out work assignments.
- Operate with safety and accuracy small caliber firearms.
- Be flexible in changing workloads and emergency situations.
- Work cooperatively and effectively with fellow employees and the general public.
- Promote good public relations.
- *Regular operation of various vehicles, including but not limited to SUVs, cargo vans, and heavy-duty Animal Control trucks in accordance with Motor Vehicle Codes and Laws.*
- Lift, drag or carry weights up to 100 pounds.
- Write and print clearly, uniformly and legibly.

**Education:**

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

**Experience:**

- Six (6) months experience in the care and handling of domestic, farm and ranch animals.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Must comply with Penal Code 832 requirements and complete the certified PC 832 course in arrest and firearms within six months of employment. Complete and pass the department's Humane Euthanasia Training program pursuant to Section 2039, Title 16, California Code of Regulations, within six 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 duration of employment.

**DESIRABLE EMPLOYMENT STANDARDS**

**License or Certificate:**

- Completion of a certified Penal Code 832 course in arrest and firearms is desirable at the time of employment.

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[Animal Control Officer I] Job Code: 077010, Res: 19-0809, Approved: 9/10/19  
[Animal Control Officer I] Job Code: 077010, Res: 2022-0270, Updated: 04/10/2022  
[Animal Control Officer I] Job Code: 077010, Res: 2023-0864, Updated: 09/24/2023  
[Animal Control Officer I] Job Code: 077010, Res: XXXX-XXXX, Updated: XX/XX/XXXX

Supplemental Information

Overtime Status: Eligible  
Probation: Six (6) Months  
BU: 03