

ANIMAL CONTROL OFFICER III

County of Tulare

DEFINITION

Under general supervision explains and enforces state laws and county ordinances relating to the treatment and control of animals;

DISTINGUISHING CHARACTERISTICS

The Animal Control Officer III classification is a lead position in the series. Incumbents in this position will generally have a minimum of 5 years of experience in the field of animal control. Incumbents in this classification will be assigned a wider range of responsibilities and display a greater depth of knowledge. This position may provide functional or technical supervision and /or training to Animal Control Officers I & II.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Supervising Animal Control Officer and/or the Animal Services Division Manager. May provide lead direction to Animal Control Officer I and II positions.

DUTIES

Patrol an assigned area, in an appropriate 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/or violations of animal regulatory ordinances.

Enforce State and local laws, regulations and ordinances, such as leash laws, licensing, vaccinations, spaying, neutering, quarantining, dangerous animals, and animal noise.

Conduct surveys of private households and businesses to ensure animals are licensed and have current rabies vaccinations.

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

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

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

Responsible for the safe and proper use of all County issued equipment including tranquilizer gun, chemical/physical restraints and animal traps.

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

Answer complaints concerning animals and take appropriate action.

Investigate animal bites and quarantine animals when 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/or adoption of pets and livestock.

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

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

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

Ensure dogs have been properly licensed and vaccinated by checking license tags and owner's verification, collect fees and issues receipts and deposit funds.

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 necessary and/or 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:

- State laws and county ordinances relating to licensing, quarantine, impounding, proper care, treatment and disposal of animals.
- Techniques and procedures for the safe, humane and efficient handling of animals.
- The various breeds of animals and their care and feeding.
- Familiarity with the causes and symptoms of animal diseases.
- Safe work practices related to the handling and care of animals and facilities maintenance.
- The use and care of small firearms, tranquilizer guns and other assigned equipment.
- General office equipment, including computer equipment.
- English usage, spelling, grammar and punctuation.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting cultural differences and beliefs of the public and all County employees.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

- Complete multiple priority projects with strict deadlines.
 - Maintain confidentiality of sensitive and personal information
 - Work rotating on-call shifts and respond to Animal Services related emergencies.
 - Safely operate various County vehicles, including but not limited to SUVs, cargo vans, and heavy-duty Animal Control trucks in accordance with Motor Vehicle Codes and Laws.
 - Follow safe work practices and use protective equipment as directed and trained.
 - Exhibit humane and sympathetic treatment of animals.
 - Provide prompt, courteous and responsive customer service to the general public and all others contacted in the course of work.
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- Constant exposure to animals and frequent interactions with the public who can be confrontational, angry and aggressive.
 - Work overtime, holidays, standby and call back assignments as assigned.
 - Work and communicate effectively under a variety of different circumstances.
 - Establish, maintain and foster positive and cohesive working relationships with the public and all County employees.
 - Communicate with Animal Services staff by phone and two-way radio.
 - Effectively communicate in person, over the telephone and by radio.
 - Understand written and oral instructions and take effective action.
 - 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.
 - Learn, apply and follow appropriate rules, policies, procedures and ordinances including those related to the licensing, adoption, quarantine, impounding, care and treatment of animals.
 - Recognize symptoms of rabies and other animal diseases.
 - Analyze situations and adopt effective courses of action.
 - Handle sick, injured, dangerous or dead animals and decomposing animal carcasses in a safe and humane manner.
 - Learn the use and care of tranquilizer guns, tasers and other assigned equipment.
 - Learn various techniques of safe and humane euthanasia of animals, such as lethal injection.
 - Humanely euthanize dangerous, sick, or unwanted animals.
 - Maintain accurate records, fill out forms and prepare detailed reports.
 - Testify at hearings or in court.
 - Type at a level sufficient to perform the duties of the position.
 - Follow workplace safety policies and procedures.
 - Properly use personal protective and other equipment as directed and trained.
 - Lift and carry animals that cannot or will not walk on a lead.
 - Lift, drag or carry weights up to 100 pounds.
 - Work indoors and outdoors during all seasons of the year.
 - Work in an environment of animal noises, smells, blood, fluids and waste, and pharmaceuticals.
 - Recognize symptoms of rabies and other animal diseases.
 - Analyze situations and adopt an effective course of action.
 - Perform a variety of duties indoors and outdoors related to the rescue, care, transport and possible euthanasia of animals.
 - Drive a vehicle, tow a trailer and traverse over uneven ground to capture and contain animals on a daily basis.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- A combined minimum of five (5) years of experience as an Animal Control Officer I & II in Tulare County or seven (7) years of experience performing duties equivalent to the Animal Control Officer positions for Tulare County.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California code of Regulations, within six months of the date of hire. Completion of a certified Penal Code 832 course in arrest and firearms

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.

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[Animal Control Officer III] Job Code: 077030, Res: XXXX-XXXX, Updated: XX/XX/XXXX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 07