

ANIMAL CONTROL OFFICER III

NATURE AND VARIETY OF WORK

This is senior/lead inspection and code enforcement work to insure compliance with animal control codes, ordinances, and standards. As a senior level Officer, incumbents handle a caseload of the more difficult and non-routine code enforcement, inspectional, and investigative cases and may lead lower level Officers in the performance of assigned duties and may assume the duties of an Animal Control Officer IV. A significant aspect of the work involves explaining codes, ordinances, and regulations to animal owners and the general public in order to resolve problems and to promote the animal control program. Work assignments require independent judgment and action in accordance with applicable codes and established guidelines. Work is performed under the general supervision of a higher level supervisory position.

EXAMPLES OF WORK

Performs senior level difficult, complex, and non-routine code enforcement, inspectional, and investigative assignments within the animal control program.

Makes on-site field inspections/patrols/commercial inspection in order to determine if animals and their environments are being maintained in conformance with applicable animal control codes and ordinances.

Issues written animal control violation notices to responsible party(ies) in order to inform them of animal situations that are not in compliance with established codes.

Issues verbal warnings to responsible party(ies) prior to the issuance of a written violation in order to inform them of potential situations that could result in the issuance of a formal violation notice and to allow them time to correct the problem.

Discusses the particular circumstance(s) prior to/after the issuance of a violation notice with responsible party in order to gain compliance with the code.

Maintains animal control and code enforcement case documentation and chronology of case actions in order to provide information for potential use at hearings and in court.

Handles, catches, restrains, and places animals in cage, vehicle, or sometimes appropriate holding facility in order to execute appropriate actions, directives, and programs as mandated by applicable codes.

Picks up/removes animal carcasses from roadways, owners, and citizens in order to properly dispose of them.

Participates in receiving, daily care, custody and disposition of animals at the animal control facilities.

Disposes of/segregates for testing animal carcasses that have been removed from roadways, owners, and citizens by placing carcasses in 55 gallon drums in refrigerated storage area.

Physically removes animals from owners or environments, or conditions that appear not to be in accordance with applicable animal control codes.

Prepares written summary of animal control investigations in order to document case findings.

Testifies at hearings/court in order to provide pertinent evidence pertaining to the adjudication of violation cases.

Assists Animal Control personnel in the administration of animal control programs (registration, licensing, adoption, redemption, spaying, neutering, etc.).

Assists Animal Control personnel in the maintenance of accurate records on the care, treatment, and final disposition of all animals within the Animal Control facility in accordance with applicable codes.

Provides general information, instruction, education, and administrative assistance to the general public concerning animal control programs, services, and operations.

Collects fees from owners as a result of picking up their animals and turns money over to appropriate facility personnel.

May lead/train lower level officers as assigned. Incumbents may assume the duties and responsibilities of an Animal Control Officer IV in their absence.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of and general interest in dogs, cats, and other animals.

Extensive knowledge of the codes, ordinances, and standards that pertain to animal
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control and applicable State laws.

Considerable knowledge of safety practices, precautions and hazards in handling a variety of animals.

Knowledge of the County geography.

Ability to interpret maps.

Ability to humanely handle a variety of animals while avoiding personal injury and/or injury to the animal.

Ability to perform various physical tasks such as chasing and climbing in order to apprehend or rescue animals.

Ability to deal tactfully and effectively with animal owners and the general public.

Ability to train subordinate personnel.

Ability to maintain accurate records of work performed and to prepare appropriate case documentation.

Ability to investigate and resolve animal control cases in accordance with applicable codes and regulations.

Ability to communicate both orally and in writing.

Ability to plan, assign, and lead the work of subordinate staff.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus experience of the type, duration, level of complexity, diversity, and responsibility to be determined at the time of the announcement which has provided the applicant with the necessary knowledges, skills, and abilities to perform the duties as announced; or an equivalent combination of education, experience and training.

CONDITION OF EMPLOYMENT

A valid driver's license is required upon appointment.

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