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## ANIMAL SERVICES ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under supervision from the Senior Animal Services Officer or designee, the Animal Services Assistant is an entry-level position, performing a variety of duties related to clerical support for the Animal Services Department, the care of animals; interprets and applies policies, procedures and work methods associated with assigned duties; performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Animal Services Officer or designee. This position exercises no supervision.

### **REPRESENTATIVE/ESSENTIAL DUTIES: (include, but are not limited to the following):**

- Performs general office duties; answers telephones and dispatches calls to Animal Services Officers; uses specialized computer programs to record daily work activities; writes reports
- Maintains records and logs; completes forms regarding disposition of animals; maintains computer records; collects fees.
- Assists the public in retrieving, reclaiming, or adopting animals; receives lost and found reports, provides public education on ordinances relating to the keeping and care of animals.
- Receives, unloads, and impounds unwanted, wild, and domestic animals from citizens and other Animal Control staff;
- Euthanize and/or assist with euthanasia; unload dead animals and dispose of same;
- Issues written warning notices and citations for licensing and other animal related ordinance enforcement

- Cleans and sanitizes kennels, cages, livestock corrals, food and water containers, and animal transport vehicles and equipment;
- Monitors and observes animals for signs of illness or injury; reports symptoms to Senior Animal Services staff and contract shelter staff.
- Feeds and provides water for animals as scheduled
- Stock food and supplies. Works overtime, standby, weekend, holiday, shift and call-back assignments; provides back-up to the Animal Services Officers in the field and fills in for the Animal Service Officers as needed
- Perform related duties as assigned.

### **QUALIFICATIONS**

**The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.**

#### **Knowledge of:**

- General computer systems, applicable software and operations; standard office procedures, practices, equipment; record keeping principles.
- Breeds of dogs, cats and other domestic animals and common wild animals;
- Basic handling techniques and behavioral characteristics of domestic pets, common wildlife and livestock;
- Basic understanding of common domestic pet anatomy and first aid, methods of treatment and euthanasia of animals.
- State law and City of Lathrop Municipal Ordinance relating to the care and maintenance of domestic pets, livestock, wildlife Symptoms and behavior associated with rabies and other common diseases of animals.
- Basic arithmetic including adding, subtracting, multiplying and dividing.

#### **Ability to:**

- Prepare legible, clearly written records, logs, and forms.
- Safely use animal handling equipment
- Effectively read, understand, interpret, and answer questions regarding policies and procedures Follow written and verbal instructions.
- Lift and handle heavy animals including livestock
- Lift and relocate large drums weighing in excess of 100 pounds.
- Demonstrate, by example, genuine respect, compassion and humane concern for all animals.
- Maintain confidentiality Maintain a clean and organized area.

- Communicate clearly and concisely, both verbally and in writing.
- Operate a motor vehicle safely.
- Establish, maintain, and foster positive and harmonious working relationships

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One year of experience in the handling of animals is desirable.

#### **Training:**

High school diploma or equivalent.

### **License or Certificate**

- Possession of a valid California driver's license, Class C.
- Possession of, or ability to obtain, a euthanasia certificate within one year of employment.
- Possession of, or ability to obtain PC 832 certification within one year of employment.

### **Other Requirements**

- Must be physically fit to work with animals and be able to lift and carry up to 100 pounds
- Must be willing to obtain a pre-exposure rabies vaccination series, rabies titer testing every two years and, when medically required, vaccination boosters
- Must be willing to work in wet conditions; work in exposure to infectious animal diseases, animal wastes, animal bites, allergens, and various industrial cleaning and disinfecting chemicals
- Must be able to tolerate the euthanization of animals
- Must be willing to work shifts or alternative schedules

## **PHYSICAL DEMANDS AND WORKING ENVIROMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Office setting; travel to various locations; exposure to inclement weather conditions; exposure to infectious animal diseases, animal wastes, animal bites, allergens, and various industrial cleaning and disinfecting chemicals; may be required to work evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various locations; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.