

CITY OF LATHROP
ANIMAL SERVICES OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, 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 general supervision, performs duties involved in the enforcement of the animal services programs within the Animal Services Division; captures, cares for and transports impounded animals; provides public education; operates light vehicles; provides animal control service in the field, performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Animal Services Officer** is a journey level class responsible for the enforcement of a variety of laws, codes and ordinances relating to the care and keeping of animals within the City limits. Incumbents may impound, care for, transport and if necessary euthanize animals as appropriate. This classification is distinguished from the next higher classification of Senior Animal Services Officer in that the latter performs the more complex duties and provides lead direction.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Animal Services Manager. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Enforce State laws and local Ordinances that regulate the possession, humane treatment and handling of animals' issue citations and warning notices.
- Responds to calls for services from the public; impounds animals and delivers them to the animal shelter.
- Prepares and maintains records and reports; writes and submits reports for prosecution' appears and testifies in court.
- Assists public in retrieving or adopting animals;
- Work overtime, standby, weekend, Holiday, shift and call-back assignments; performs euthanasia; works at shelter as needed, and other duties as assigned.
- Informs the public of safe and humane methods of animal care; answers questions regarding animal control regulations.
- Cleans and maintains vehicles and equipment.

- Picks up and disposes of deceased animals.
- Consults with veterinarians regarding the proper treatment of injured or ill animals; euthanizes animals and maintains records of the euthanizations.
- General computer systems, applicable software and operations; standard office pr

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, running, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, repetitive hand movement, climbing fences, and crawling under houses in the performance of daily duties. The position also requires both near and far vision when performing investigations and operating assigned equipment. The need to lift, carry and push animals and supplies weighing 100 pounds or more may also be required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may be exposed to waste and infectious materials, and use cleaning chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to handle aggressive and biting animals, handle and move dead animals, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Animal Services Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience in the care and handling of animals, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license. Possession of, or the ability to obtain, a P.C. 832 P.O.S.T Certificate issued by the State of California. Possession of, or the ability to obtain, an Euthanasia Certificate within one year of employment. Possession of, or the ability to obtain, a child abuse reporting certificate (Penal Code 11166.5).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Various breeds of dogs, cats, and other domestic animals; safe and efficient methods of handling dogs and other small animals; basic methods of animal collection and impoundment; animal control laws and ordinances; common animal injuries, diseases and methods of control; techniques and methods for the treatment and euthanasia of animals; basic knowledge of child abuse reporting procedures and requirements; basic knowledge of court procedures as they relate to providing testimony regarding animal control cases; basic principles of mathematics;

applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read and understand ordinances, policies, and enforcement procedures; enforce animal control laws and regulations; recognize normal and abnormal animal behavior; utilize proper capturing, handling and muzzling techniques; administer first aid and lethal injections to animals; deal effectively with aggressive pet owners and others in the issuance of citations and impounding of animals; work cooperatively with other departments, outside agencies, and the general public; meet appropriate physical demands necessary for adequate job performance; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard animal control tools and equipment such as firearms, nets, immobilization gun, and related equipment; operate an office computer and a variety of word processing and software applications; operate a motor vehicle; operate a two-way radio.