

**TEMPLE CITY
CLASS SPECIFICATIONS**

ANIMAL CONTROL OFFICER

DEFINITION:

Under direct supervision of the Public Services Director, enforces City Animal Control ordinances, investigates citizen complaints regarding animal control violations, provides field patrol services for the capture or disposal of stray and dead animals, assists with coordinating humane education programs, animal licensing activities and public rabies vaccination clinics.

EXAMPLES OF DUTIES:

Conducts daily patrols for the City in a radio-equipped animal collection vehicle for the purpose of impounding stray, injured, diseased and feral animals observed at large or in violation of the City's animal control ordinance. Provides for the collection and disposal of all dead animals. Transports impounded animals to the City animal shelter or veterinarian. Investigates citizen complaints regarding animal control violations, initiates written reports, serves compliance notices and issues citations. Responds to routine field service requests applicable to animal control. Conducts animal license surveys, issues licenses and collects fees. Periodically inspects commercial animal establishments to insure code compliance. Assists with coordinating humane education activities and public rabies vaccination clinics. Compiles monthly activity reports, maintains department records, filing system and provides various program status reports as required. Responsible for the maintenance of all vehicles and equipment assigned. Prepares periodic supply and equipment inventory reports.

DESIRABLE QUALIFICATIONS:

Knowledge of: Physical and behavioral characteristics of common breeds of dogs and cats and their care and feeding; common disease symptoms in domestic animals; animal licensing and regulatory ordinances; various equipment used in animal control; and police radio communications procedures.

Ability to: Work effectively with the public, maintain self control and a positive attitude when confronted with irate persons and be able to reasonably handle aggravated situations created by uncooperative individuals or groups.

Must possess report writing skills and have the ability to independently execute written and verbal directives.

Must be familiar with the criminal complaint process, including laws of arrest and search and seizure requirements pursuant to California Penal Code Section 832. Must have knowledge of State Humane laws and be familiar with general code enforcement procedures.

Education and Experience: Must be 21 years of age and have successfully completed a certified Animal Control Officer training academy or related police science course from an accredited academic institution or recognized law enforcement agency. Two years experience as an Animal Control Officer with field service and code enforcement experience.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to lift up to 75 pounds.

Ability to identify and detain stray animals.

Ability to write reports and issue citations.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to operate communications equipment.

Ability to walk, sit, stand, stoop, climb or bend for up to 2 hours.

Ability to see and hear.