

ANIMAL CONTROL OFFICER

406

DEPARTMENT: Police/Animal Control

NATURE OF WORK:

Performs responsible animal control work enforcing State and County ordinances and regulations pertaining to the control and treatment of animals.

Work is performed under the general supervision of the Animal Control Officer Supervisor within established ordinances, regulations, and procedures and is reviewed through observations and reports.

Animal Control Officer is appointed by the County Board of Supervisors.

ESSENTIAL FUNCTIONS OF THE JOB:

Enforces State and County laws pertaining to animal control, with primary emphasis on dog control; routinely patrols areas in the County for violations of the leash control ordinance; picks up and impounds stray dogs.

Investigates complaints of uncontrolled animals and cruelty to animals; advises on legal resource or makes dispositions in accordance with findings and applicable ordinances.

Captures, impounds, or relocates domestic and wild animals; disposes of animals in accordance with prescribed procedures.

Issues warnings and summonses to violators; provides relevant court testimony in the prosecution of violators.

Investigates dog and cat bite reports and ensures that the Health Department confinement procedures are followed by the owners of the animal; if the owners are unknown, attempts to capture the animal and confine it in the County pound as required by law.

Investigates all animal complaints; ensures quarantines are carried out; destroys rabid animals as directed.

Responds to citizen inquiries; verifies licenses; files offense and incident reports and maintains service logs; reviews records to identify owners of impounded animals.

Investigates claims resulting from damage caused by dogs to livestock and fowl; makes reports and recommendations.

Cares for and feeds animals in the pound; daily maintains pound in a clean and sanitary condition.

Destroys and disposes of unclaimed dogs in accordance with established procedures.

Uses tranquilize gun when necessary.

Training in firearms.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

Some weekend work required.

Shares on-call duty.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in various locations of the County. Requires driving a County vehicle. Operates equipment to include, mobile and portable radios, firearms, tranquilizer gun, telephone, copier, computer keyboard, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of laws and ordinances governing animal protection and control.

Some knowledge of the care and characteristics of domestic animals.

Some knowledge of hazards and safety practices involved in animal control and handling work.

Skill in efficient operation of a motor vehicle.

Ability to think clearly and act quickly in emergency situations.

Ability to prepare reports and maintain records.

Ability to maintain effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; and some experience in animal control work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

Must meet 30 minute response time from place of residence to Law Enforcement Center.

Date: January 2002
aniconoffcer.406

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Animal Control Officer Position Number 406
Department Police Division Animal Control

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Firearms</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--------------------------------------------------------|----|------|-------|-------|-------|-----|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally | Frequently | Continuously |
| Lift | | | | | ✓ | ✓ | | ✓ | |
| Push/Pull | | | | | ✓ | ✓ | ✓ | | |
| Hold/Carry | | | | | ✓ | ✓ | | ✓ | |

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>OCC flights of stairs</u> | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | | ✓ | | | | | ✓ | | |
| Sit | | | ✓ | ✓ | | | | ✓ | |
| Walk | | ✓ | ✓ | | | | ✓ | | |
| Run | ✓ | | | | | | ✓ | | |

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| <u>Transmission</u> | <u>Standard</u> | <u>Automatic</u> | <u>Multi-Gears</u> |
|-------------------------------|--------------------------|-------------------------------------|--------------------------|
| Car | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (list) _____ | | | |