

CITY OF ROCKLIN

ANIMAL CONTROL OFFICER

DEFINITION

To enforce City and state ordinances and laws governing the care and keeping of animals in the City; to answer complaints and provide information about animal control services, policies, and procedures; to maintain records and prepare reports; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Technical Services Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but not be limited to, the following:*

Investigate reports and complaints of stray, dangerous, unwanted and improperly controlled or maintained animals; take appropriate action within City and department guidelines.

Patrol City streets, roads, and parks in a vehicle; search for stray or abandoned animals; impound, collect, and transport animals as necessary to the County shelter; transport injured animals for treatment.

Remove dead animals from City streets and property and transport to County shelter.

Enforce City animal control and licensing laws; issue citations for violations of animal control and licensing ordinances; testify in court.

Take into custody animals turned in by the public, including trapped animals; quarantine and dispose of animals as appropriate, using tranquilizer gun or other weapons to control or destroy dangerous and/or injured animals.

Control animal population through trap placement and poisons; monitor locations and number of domestic farm animals.

Provide public information and education to schools and community groups regarding animal control services, policies, and procedures.

Attend meetings and respond to related questions and complaints; explain ordinances relating to the care and keeping of animals.

Maintain a variety of records; compile reports.

Coordinate and cooperate with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Represent the City and the Police Department in a courteous, professional manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Various breeds of dogs, cats, and other domestic and wild animals.

Various kinds of animal behavior.

Methods of animal collection and impound.

Procedures and techniques for dealing with the public in a tactful but firm manner.

Principles and practices of record keeping and report writing.

Ability to:

Learn and enforce laws, regulations, and City ordinances related to animal control and licensing.

Control and capture vicious and dangerous animals.

Lift and carry injured and dead animals.

Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances.

Keep accurate records and prepare written reports.

Understand and follow oral and written instructions.

Understand and act in accordance with City and Police Department policies, procedures, and rules.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the following physical and mental requirements:

Mobility to work in an office setting and while performing field work; stand, walk, bend, twist, kneel, squat, and climb.

Perform simple and power grasping, pushing, pulling, and fine manipulation.

Lift and carry weight of 50 pounds or less.

Walk, stand or sit for long periods of time, including driving.

Drive a motor vehicle.

Strength and stamina to perform animal control duties.

Vision to read printed materials and a computer screen.

Hearing and speech to communicate in person or over communications equipment.

Know and understand all aspects of the job; analyze work papers, reports, and special projects; remember accounts given by witnesses; interpret and apply rules, regulations, and the law in field situations; observe, problem solve, and explain law to the public.

Experience and Training

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

Experience:

One (1) year experience in the care, control, collection, and handling of animals.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid State of California driver's license.

Possession of an 832 PC Certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.