

## **CITY OF HOLTVILLE**

## **JOB DESCRIPTION**

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TITLE: ANIMAL CONTROL OFFICER  
DEVELOPED: SEPTEMBER 22, 2000  
APPROVED: SEPTEMBER 22, 2000  
DEPARTMENT: POLICE  
REPORTING RELATIONSHIP: CHIEF OF POLICE OR SERGEANT/O.I.C

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### **POSITION SUMMARY:**

Under general supervision, responds to community inquires regarding animal protection and animal control; insures public safety through animal awareness problems; maintains complete charge of animal shelter facility; performs related responsibilities as required.

### **EXAMPLES OF RESPONSIBILITIES:**

1. Responds to animal related citizen complaints; writes reports and collects evidence associated with complaints.
2. Maintains, repairs, and performs minor construction within kennels and associated buildings.
3. Cares for animals confined at the shelter.
4. Investigates animal bite victims by reviewing vaccination record of animal or by having standard tests performed to determine the presence of rabies; directs animal bite victims to medical care.
5. Issues citations relating to animal non-compliance of City ordinances; may testify in court regarding these citations.
6. Disposes of deceased animals, including those from the general public and private business; disinfects transportation vehicle.
7. Prepares reports to the City, County, and State relating to animal control services and rabies control.
8. Maintains impound and licensing records.
9. Assists in scheduling and conducting low-cost vaccination clinics.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

### **SPECIAL REQUIREMENTS:**

Ability to complete Sate Humane Officer's Training; possession of a Class C California driver's license may be required to extended or variable work hours and work weekends.

### **QUALIFICATION GUIDELINES:**

#### **REQUIRED:**

Equivalent to high school graduation. At least one (1) year of experience involving public contact.

**ABILITIES:**

Determine the best method in handling a wide variety of animals such as cats, dogs, snakes, iguanas, skunks, bats, goats, sheep, horses, cattle, coyotes, possums, and tarantula spiders; utilize a variety of capture and euthanasia methods; interface effectively with the public; identify and collect evidence associated with citations; perform basic repairs and maintenance of facility; identify rabid animal; prepare simple reports; maintain basic records; identify cat and dog breeds.

**DESIREABLE:**

State Humane Officer's Training and a law enforcement class covering arrests and use of firearms. Prior animal handling experience.

**KNOWLEDGE OF:**

Penal Code sections relating to search and seizure, probable cause, holding and euthanasia of animals; animal handling and care techniques and practices.

**SKILLS:**

Safely operate firearms and various animal control equipment such as a fetch pole, cat graspers, snake tongs, carrying cages, dog traps, and cat traps; basic facility maintenance skills; operate computer to maintain licensing records.