

ANIMAL CONTROL OFFICE COORDINATOR

DEFINITION

Under general supervision, to enforce County ordinances and State laws governing the licensing, adoption and impoundment of animals; to assist in caring and feeding of the animals in the shelter; to assist in keeping the shelter clean; to perform general clerical duties and related work as required.

DISTINGUISHING CHARACTERISTICS

Duties are expected to be performed at the Animal Control facility. Incumbent is in contact with all types of animals, some reptiles, and may be exposed to zoonotic diseases. Incumbent is also expected to be familiar with the policies and procedures of the Department where assigned. Job assignments are performed with minimal guidance and supervision.

REPORTS TO

Director of Animal Control, GSA Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Inmates, probationers, volunteers.

EXAMPLES OF DUTIES

Performs general clerical duties, including but not limited to answering phones, the use of computer, typewriter, copy machine, fax, and other machines in the office; records, computes, gathers and documents information on sheltered animals, animal bite reports, weekly, monthly and annual reports to the County and State; keeps accurate logs of sheltered animals daily and learns correct procedures to document this information; maintains the lost and found animal lists; collects information, as necessary, for the Officers and Deputy Director; assembles and produces documented information for the Deputy Director or his/her designee as requested; keeps the Animal Shelter open to the public during normal business hours and assists the public; coordinates volunteers; may advise the public on Animal Control policies and procedures; drives County vehicles to get supplies; delivers animals to local veterinarians and picks up animals from local veterinarians for surgeries, care and treatment; delivers specimens; picks up and drops off inmates; makes weekly bank deposits, pays bills and orders supplies; completes paperwork for dog licenses, impounded animals, adopted animals and reclaimed animals; assists at annual vaccination clinics; maintains a healthy, safe and sanitary facility for all sheltered animals, the public and staff; monitors the appearance and behavior of all sheltered animals; reports problems to the Kennel Attendant or the Deputy Director; provides all sheltered animals with proper, humane handling and care.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 40 pounds without assistance; corrected hearing and vision too normal range; verbal communication, use of office equipment including computers, typewriter, telephone calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in the office, outdoors, driving and animal shelter environments; work is performed in varying temperatures; exposed to animals with rabies and other diseases; exposure to dust, chemicals, and continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Department and unit where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Computers and software used in office and program support assignments.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar and punctuation.
- Basic mathematics.
- Care and feeding of various breeds of dogs, cats, and other domestic animals as well as livestock.
- Common diseases and their symptoms.
- Safe and efficient handling of small and large animals.
- Characteristics of animal behavior.
- Basic methods of restraint.

Ability to:

- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the office where assigned.
- Type at a rate of 40 words per minute from clear, legible copy.
- Operate and use office equipment.
- Follow oral and written directions.

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- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.
- Learn County and State ordinances and laws relating to the license.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of office assistance experience performing assignments comparable to those of an Office Assistant I with Amador County. Previous employment in an animal related field performing assignments comparable to those of a Kennel Attendant.

Special Requirements:

Possession of a valid California Driver=s license issued by the California Department of Motor Vehicles. Be willing to receive Pre-exposure rabies vaccination.