

ANIMAL CONTROL OFFICER III

DEFINITION

Under general direction, to schedule, and oversee the work of Animal Control Officers; to be responsible for the proper enforcement of State laws and County ordinances relating to animal control; to perform a broad range of Animal Control Officer functions; to provide supervisory direction and training for other staff; may oversee animal shelter operations; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level and lead class in the Animal Control Officer class series. Incumbents supervise, schedule, and direct the work of Animal Control Officers, as well as perform a broad range of Animal Control Officer assignments. This class is distinguished from Animal Control Officer II by the responsibility for training subordinates and providing lead direction.

REPORTS TO

Director of Animal Control

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides supervisory direction for Animal Control Officer I and II and may supervise volunteers and temporary staff. May provided interim supervision for all staff and volunteers during brief absences of the Director of Animal Control.

EXAMPLES OF DUTIES

Plans, organizes, coordinates, appraises and directs the work of assigned Animal Control Officers; supervises, evaluates, and insures proper training of assigned staff; assists with development of Animal Control operations and policies; prepares and presents oral and written reports; may make arrests, serve warrants, write search warrants, write citations for misdemeanors and infractions; reviews staff reports and makes corrections; may transport and use various firearms; discusses cases and laws with District Attorney, County Counsel, and staff; mediates complaints from the public; reviews impounded animals for health on a daily basis; may coordinate volunteer efforts; maintains State mandated records and statistics for animal control programs, quarantines, and vaccinations; represents the Animal Control functions with other government agencies; interprets and explains animal control ordinances and policies to the public and concerned parties; works with other law enforcement agencies to enforce animal control laws; reviews and documents cases for prosecution of animal abuse and noncompliance; oversees and participates in the care, health, and feeding of animals at the shelter; may perform the full range of Animal Control Officer I or II, and/or Kennel Attendant duties; may also transport, monitor and direct Amador County Inmates while performing duties at the Animal Shelter; and may provided interim supervision for all staff and volunteers during brief absences of the Director of Animal Control.

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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; sufficient stamina to exert extra physical effort for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 100 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, adoption, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- Common disease of animals, their symptoms and care.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Computers and software applications related to animal control work.
- Principles and techniques of supervision, and training.

Ability to:

- Plan, organize, supervise, and schedule the work of assigned Animal Control Officers.
- Assist with development and administration of the Animal Control program and budget.
- Use firearms with safety and accuracy.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret and enforce animal control laws, ordinances, and regulations.
- Exercise good judgment in handling potentially hostile individuals and situations.

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- Prepare clear, concise reports.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Effectively represent the County's animal control and enforcement functions with the public, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.

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:

Two (2) years of animal control and enforcement experience comparable to that of an Animal Control Officer II with Amador County.

Special Requirements: Possession of a valid 832 Peace Officer Standards and Training Certificate and completion of Range Weapon Training within one year of hire.

Completion of California State Humane Officer Academy within one year of hire.

Possession of a valid California Driver's license issues by the California Department of Motor Vehicles.