



## **ANIMAL CONTROL OFFICER**

Department: **Police** Class Code: **13**  
Reports to: **Animal Control Officer/Shelter Supervisor** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, provides care, treatment and adoption of animals at the Chino Valley Animal Shelter. The Animal Control Officer enforces the Animal Control Laws and Town Ordinances.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforces animal control laws; responds to complaints; investigates possible violations.
- In the absence of shelter Manager will provide work direction to the Adoption Specialists.
- Counsels pet owners and/or complainants; issues warning or citations.
- Contains and secures stray animals; impounds and cares for stray animals.
- Submits animal heads suspected of having rabies to the State laboratory for testing.
- Treats and cares for injured, frightened, vicious and/or abused animals.
- Writes reports for complaints and impounded animals.
- Makes court appearances.
- Makes bank deposits.
- Maintains inventory of supplies, tools, food and first aid items.
- Maintains equipment and the Town vehicle.
- Loans out cat and skunk traps; keeps track of traps.
- Picks up donated animal food and stores at the shelter; purchases supplies for the shelter.
- Delivers licenses to veterinarians for sale; collects and tracks sold licenses; data enters sold license information into an automated data base.
- Returns animals to their owners; counsels owners; charges owners and collects money; issues warnings or citations.
- Processes various documentation, including contracts, receipts, impound cards, statistics, licenses and related items.
- Trains and supervises volunteers.
- Participates in adoption events and rabies clinics.
- Transports animals for veterinary care.
- Performs various housekeeping and cleaning; mops and sanitizes floors; cleans outside runs and play yards.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

**JOB DESCRIPTION**

**Animal Control Officer**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school diploma or equivalent and one years of animal control experience, or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Possession of a valid driver’s license.

**Required Knowledge of:**

- Principles, practices and methods of animal care.
- Applicable animal laws and regulations.
- Investigative procedures and practices.
- Principles and practices of effective employee supervision.
- Inventory procedures.
- Office procedures and practices.
- Principles and practices of customer service.
- Cleaning practices and methods.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, external organizations and the general public.
- Handle difficult, sick, injured and hostile animals.
- Perform effective customer service.
- Perform routine office procedures.
- Perform basic mathematical calculations and handle money.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of business software.
- Perform various cleaning tasks.

**Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. May be exposed to extreme weather conditions. May be exposed to potentially violent animals. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_