



City of Newark, California

Class Code: 333  
WP Code: ACO  
Established: 2-11-99  
Revised:  
EEO Code: PS

## CLASS SPECIFICATION

### ANIMAL CONTROL OFFICER

#### POSITION DESCRIPTION

Nature of Work: Under general supervision, performs a variety of duties involved with the enforcement of local and state laws relating to animal control. Performs selected police services to the community and/or related duties as assigned.

Class Characteristics: Positions in this class are characterized by law enforcement and police support duties which do not require performance by a sworn officer. Work involves responsibility for the prevention and investigation of violations, the securing of complaints, and issuance of citations relative to animal control laws and enforcement of City licensing requirements. Incumbents are expected to exercise independent judgment when working alone in the field.

#### Essential Duties:

- Patrols all areas of the City in the enforcement and prevention of animal control activities.
- Issues citations for violations and, in some cases, secures complaints from the District Attorney's office as a result of their investigations and findings.
- Provides testimony in contested court cases.
- Answers calls and radio complaints involving animal control and certain other assignments.
- Picks up stray, vicious, injured, and dead animals for delivery to the animal control shelter.
- Impounds animals and, in some cases, forwards them to the Alameda County Health Department for appropriate tests.
- Reviews and reconciles bills from veterinarians and animal control shelter; assembles data on animal control activities and prepares monthly Health Department report.
- Investigates and completes reports on all animal bites in the City.

# ANIMAL CONTROL OFFICER

## QUALIFICATIONS

### Knowledge of:

- Modern office procedures and practices
- Standard office equipment, including personal computers
- Correct English usage, including spelling, grammar, and punctuation
- Data collection and compilation techniques
- Basic business arithmetic
- State, County, and local laws and ordinances applicable to animal control.

### Skills and Abilities to:

- Act with resourcefulness, courtesy, and initiative with minimum supervision.
- Make simple arithmetical calculations
- Use a computer keyboard to perform data entry work
- Work effectively under pressure and with frequent interruptions
- Exercise good judgment in making decisions according to existing laws, regulations, and policies.
- Analyze situations quickly and objectively, and to take proper course of action.
- Operate an animal control vehicle or city vehicle
- Interpret and enforce animal control regulations
- Use and care for firearms
- Pass rigid medial examination and physical capabilities examination
- Perform light physical labor including lifting heavy objects
- Prepare concise and accurate reports
- Understand and carry out written and verbal instructions
- Make oral presentations before community groups and at a schools
- Follow established polices and procedures
- Establish and maintain cooperative working relationships.

### Experience and Training:

Any combination of education and experience which demonstrates knowledge and competency in requisite knowledge, skills, and abilities such as: graduation from High School or GED, supplemented by public contact experience.

### Special Requirement:

Willingness to work rotating shifts and on-call. Interest in law enforcement and animal control work. Possession of valid California Driver License and good driving record.

Working Conditions: Work in emergency field situations; work in confined spaces; work in potentially life-threatening conditions; exposure to dangerous persons, animals, firearms, body fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping, and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours.

### **Probationary Period:**

**12 months**

**FLSA: Non-Exempt**