

**City of Gridley
Gridley Police Department
In-House Position Recruitment
Animal Control Officer
Salary: \$3369.00 – \$4408.00
Job Description**

ANIMAL CONTROL OFFICER

Job Description

DEFINITION

Under general direction from the Police Chief or his/her designee within a framework of established policies and standard operating procedures, to perform varied and routine non-sworn police work with an emphasis on animal control; enforcement of ordinances governing the licensing, impounding, disposal and quarantine of animals; respond to citizen complaints regarding nuisance or humane investigations; and to perform related work as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Typical duties may vary from routine, non-sworn animal control and enforcement work to more complex duties of a similar nature
- Patrols the City to enforce City and State animal control ordinances and related laws
- Extensive contact with the general public in matters relating to care, control, maintenance and treatment of animals
- Issues citations
- Takes less complex police reports
- May provide clerical support as needed
- Care for impounded animals and maintains the shelter facility
- Investigates animal bites and completes related reports
- May testify in court and respond to requests for animal control information
- Locate and remove dead animals
- Identifies problems and solutions and makes suggestions and recommendations regarding changes in procedure and policy
- Performs related duties as required

TOOLS AND EQUIPMENT USED

Patrol vehicle, stock trailer, animal capture equipment, police radio, pager, tape recorder, facsimile equipment, telephone, computer aided dispatch equipment, first aid equipment, personal computer.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to stand, walk on a variety of surfaces, climb or balance, stoop, kneel, crouch, or crawl; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must routinely be able to lift, pull, push and/or move more than 50 pounds; 100 pounds with assistance, including dead

and fractious animals. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works in outside weather conditions including rain, heat, and cold. The employee occasionally works near moving mechanical parts and traffic; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, and foul odors. The noise level in the work environment is usually moderate.

EMPLOYMENT STANDARDS

Knowledge of:

- English usage, spelling, and punctuation
- Basic practices and techniques for impounding and caring for a variety of animals
- The geography of the City
- Crime scene preservation and evidence handling techniques
- Animal anatomy, behavior and first aid treatment
- Proper and safe techniques for capturing, impounding, caring for, and disposing of and otherwise handling animals
- Police department procedures related to animal control operations, related laws and City policies and procedures

Ability to:

- Deal tactfully and effectively with the public
- Understand written and oral instructions
- Write clear and accurate reports
- Operate radio, telephone, and Computer-Aided Dispatch equipment
- Work effectively without direct supervision
- Analyze situations and take effective action
- Identify common breeds of dogs, cats, livestock and exotic animals and reptile
- Perform animal capture, impounding, care and handling
- Identify symptoms and behaviors associated with rabies and other common domestic animal diseases
- Perform vigorous physical tasks in the performance of assigned duties

Minimum Qualifications

High school graduation or equivalent and one year of experience in law enforcement or a position involving extensive public contact. Experience that would provide knowledge of basic practices and techniques for impounding and caring for a variety of animals is desirable.

Training

- Graduation from high school or GED. Experience
- One year of experience in law enforcement or a position involving extensive public contact or certification from a P.O.S.T. 832 PC course.
- Possession of a valid California Driver License

Additional Requirements:

- Graduation from a California P.O.S.T. 832 PC desired.