



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ANIMAL CONTROL OFFICER I

Classification Specification
(PART-TIME)

JOB SUMMARY

The Animal Control Officer I works under the general guidance and direction of the Animal Control Supervisor. Under general direction, the Animal Control Officer I enforces ordinances and laws pertaining to animals and issues citations. Performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Animal Control Officer I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Responds to calls and complaints involving animals throughout the city.
2. Patrols city to enforce animal control ordinances and laws.
3. Issues citations as necessary.
4. Handles animals of various size and temperaments.
5. May have to handle wild and vicious animals.
6. Captures both domestic and wild animals, using equipment and methods appropriate for animal abatement and control; may require chasing and climbing fences.
7. Rescues trapped and injured animals; impounds animals, collects and disposes of dead animals.
8. Maintains records of animal licenses, violation notices, crime reports, lost and found animals and humane education literature.
9. Inspects commercial and private kennels, pet stores, and pet and grooming shops to ensure conformance to laws and ordinances; explains violations and need for correction of such things as poor sanitary conditions, inadequate food and over-crowded conditions.
10. Answers telephone inquiries regarding animal control issues.
11. Follows all applicable safety rules and regulations.
12. May be called upon to testify in court.
13. Works and coordinates efforts with other city departments and staff or outside agencies, as needed.
14. Shift work, evening, holiday and weekends work.
15. Performs other related duties as necessary.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

Graduation from a high school or GED equivalent; and

One (1) year of experience handling animals and dealing with the public; or six (6) months full time experience at the level of animal shelter aid or assistant. Experience should include recognition of animal behavior and disease and applications of first aid to animals. Related course work and/or training in animal care and disease recognition is desirable.

Possession of a POST approved P.C. 832 Certificate is required by the end of probationary period.

Possession of level one and level two certificates of completion from the National Animal Control Association (NACA) Training Academy is required by the end of probationary period. Failure to obtain the required certificates will result in release from probation.

Licenses; Certificates; Special Requirements:

A valid California driver license and the ability to maintain insurability under the City's vehicle insurance policy.

QUALIFICATIONS

1. Working knowledge of state, local laws and ordinances related to animals.
2. Knowledge of animal behaviors and their care, including first aid.
3. Ability to use controlled substances to tranquilize, medicate or euthanize animals.
4. Ability to handle calls, questions and complaints in an appropriate manner.
5. Ability to handle animals of all sizes and temperaments.
6. Ability to climb, crawl, and lift heavy objects.
7. Ability to maintain and repair animal traps, tools and equipment.
8. Ability to make accurate math calculations at an appropriate level.
9. Ability to learn to recognize common animal diseases.
10. Ability to read and understand departmental policies and regulations.
11. Ability to communicate effectively orally and in writing.
12. Ability to maintain effective working relationships and deal tactfully, effectively and courteously with the general public, staff members, community groups and other agencies.
13. Have skill in operating vehicles and equipment necessary for the performance of this job.
14. Ability to follow verbal and written instructions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and may be exposed to variable weather conditions. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 35 pounds. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, night vision and the ability to adjust focus. Must be able to accurately perceive sounds. Noise levels are moderately loud when outdoors.