

City of Stockton

Established:	5/2/06
Resolution:	CC06-0226
Spec Adopted:	5/18/06
Resolution:	CS06-066
Title Changed:	10/18/2007
Ratifying Resolution:	CS07-137
Spec Amended:	
Resolution:	
CS Status:	Classified
Unit:	SCEA/AC&S
FLSA Status:	Non-Exempt

ANIMAL SERVICES ASSISTANT I/II

DEFINITION

Under direct supervision, cleans and maintains City animal shelter facilities; feeds, monitors and handles domestic and wild animals held at the shelter; assists the public in locating and handling of animals; performs other duties related to humane animal protection and services; performs related work as assigned.

CLASS CHARACTERISTICS

Animal Services Assistant I is the entry-level class in the animal services series, performing a variety of duties related to care of animals and facility maintenance at the City/County animal shelter. This class is alternately staffed with Animal Services Assistant II and incumbents may advance to the higher level after successfully completing a one-year probationary period, by demonstrating proficiency which meet the qualifications of the higher level class, and must possess certification as a Registered Veterinary Technician and possess a license with the Drug Enforcement Administration to obtain and prescribe euthanization medication.

Animal Services Assistant II is the journey-level class. This class is distinguished from the class of Animal Services Assistant I in that incumbents in this class must possess and maintain certification as a Registered Veterinary Technician and possess a license with the Drug Enforcement Administration to obtain and prescribe euthanization medication as a condition of continued employment as an Animal Services Assistant II.

PRINCIPAL DUTIES (Illustrative Only)

- Receives stray, unwanted and other wild and domestic animals at the animal shelter from officers and the public.
- Monitors and observes animals for signs of illness or injury and reports symptoms to the supervisor.
- Places animals in appropriate shelter areas according to species and special requirements such as court-ordered quarantine or isolation pending diagnosis of diseases.
- Scrapes, washes, disinfects and dries kennel runs; cleans and maintains euthanasia area and walk-in refrigeration area; cleans and maintains building and grounds areas at the shelter, including janitorial and groundskeeping work.
- Feeds and provides water for animals as scheduled.
- Assists the public in claiming lost animals or selecting pets for adoption.
- Immobilizes animals with the use of euthanasia chemicals and equipment.
- Euthanizes animals by injection and disposes of unclaimed, sick, injured or aged animals.
- Stocks food and shelter supplies and keeps inventory.
- Assists in opening and closing of facilities.
- Maintains basic records and completes forms regarding disposition of animals.
- Assists the public at the counter; including answering inquiries from the public, collecting redemption, boarding and license fees; processes paperwork for release or adoption of animals.

MINIMUM QUALIFICATIONS

Education/Experience:

Animal Services Assistant I: Possession of a high school diploma or GED. No experience is required.

Animal Services Assistant II: Possession of a high school diploma or GED. One year of experience as an Animal Services Assistant I. Must possess and maintain certification as a Registered Veterinary Technician, and possess a license with the Drug Enforcement Administration to obtain and prescribe euthanization medication as a condition of continued employment as an Animal Services Assistant II.

Licensure/Certification:

- Must possess a valid California driver's license.
- As a condition of continued employment, must possess or obtain within eighteen (18) months of appointment required training in accordance with Title 16, Section 2039 of the California Code of Regulations.
- As a condition of continued employment, must possess or obtain within twelve (12) months of appointment Veterinary Assistant Controlled Substances Permit (VACSP) (Animal Services Assistant I)

Other Requirements:

- Must be willing to obtain a pre-exposure rabies vaccination, and, when medically required, revaccination shots.
- Must be willing to work shifts or alternative schedules.

Knowledge of:

- Basic species and breed identification of a variety of domestic and common wild animals;
- Symptoms and behavior associated with rabies and other common diseases of animals;
- Basic record keeping principles and practices; and
- Basic arithmetic, including adding, subtracting, multiplying and dividing.

Skill in:

- Understanding and following oral and written instructions;
- Euthanizing and handling animals humanely and effectively under stressful circumstances;
- Responding calmly and effectively in emergency situations;
- Dealing tactfully, courteously and effectively with the public when providing customer service;
- Establishing and maintaining effective working relationship with coworkers, volunteers, and the public;
- Keeping accurate written records;

- Communicating clearly and concisely, both orally and in writing; and
- Equipment/Device Operation – Desktop and laptop computers, Smart telephones.

Ability to:

- Learn and apply state and local laws, codes and ordinances relating to the care, keeping, treatment and impounding of animals;
- Learn to operate various equipment and tools used in the operation of the shelter and euthanasia; and
- Learn and apply policies and procedures relating to shelter operations and animal care, feeding, handling, adoption, euthanasia, and disposal.

Physical/Mental Abilities:

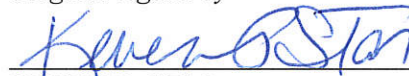
- Mobility - Occasional sitting for long periods of time, climbing stairs/ladders, kneeling, crawling, twisting (neck/waist), reaching, pushing and pulling; frequent walking, bending, squatting;
- Lifting and Carrying - Frequent lifting and carrying up to 50 pounds; occasional lifting and carrying over 50 pounds would not be required without assistance from another person;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
- Dexterity - Frequent holding, grasping, picking, repetitive motion and writing; occasional pushing, pulling and reaching;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone;
- Special Requirements - May require occasional evening work; constant weekend work and occasional driving;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; moderate risk of exposure to hazardous materials (dirt, dust, gas, smoke, fumes, poor ventilation), work with bio-hazards such as blood borne pathogens, sewage, waste, etc., walking on uneven ground and working around equipment and machinery and inclement weather;
- Working Conditions - Primarily performed out of doors which is primarily loud;
- Must be willing to work in wet conditions; work in exposure to infectious animal diseases, animal wastes, animal bites, allergens, and various industrial cleaning and disinfecting chemicals; and
- Must be able to tolerate the euthanization of animals.

City of Stockton
ANIMAL SERVICES ASSISTANT I/II
Page 4 of 4

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by



KEVEN P. STAR
DIRECTOR OF HUMAN RESOURCES

DATE: 13 MAR 2019