City of Stockton

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 euthansia; and
- Learn and apply policies and procedures relating to shelter operations and animal care, feeding, handling, adoption, euthanasia, and disposal.
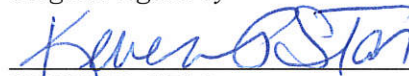
Physical/Mental Abilities:

- 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.

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