

City of Stockton

ANIMAL SERVICES OFFICER

Title Changed:	10/18/2007
Ratifying Resolution:	CS07-137
Spec Amended:	03/13/19
To CSC:	03/18/19
Spec Amended:	04/04/24
To CSC:	04/18/24
CS Status:	Classified
Unit:	SCEA/ACS
FLSA Status:	Non-Exempt
Formerly Animal Control Officer See Historical Note on Page 4	

DEFINITION

Under general supervision, enforces City laws regarding stray, dangerous and nuisance domestic and wild animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to humane animal protection and services; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level classification in animal services, responsible for enforcing applicable regulations in a civilian capacity with limited peace officer authorities. This class is distinguished from Animal Services Assistant in that the latter class focuses on care of impounded animals and does not have field enforcement duties. This class is further distinguished from Senior Animal Services Officer in that the latter provides lead direction to the City's shelter operations.

PRINCIPAL DUTIES (Illustrative Only)

- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals.
- Conducts initial investigation of complaints regarding animal cruelty; investigates animal bites, arranging for appropriate identification and quarantine.
- Explains local laws, codes and ordinances relating to the care and services of animals, filing of complaints, and policies of the shelter to the public.
- Issues citations for violations of applicable regulations; patrols assigned areas operating City vehicles.
- Captures and confines wild, stray and unlicensed animals for impounding; removes dead animals from public and private properties; transports injured animals.
- Testifies in court regarding citations and disposition of complaints.
- Releases impounded animals to owners and processes adoption by new owners.
- Participates in the care and feeding of animals and in cleaning and maintenance of facilities at the shelter as required.
- Assists other agencies and City departments in animal services and handling.
- Maintains records and prepares daily reports.
- Operates humane traps, mobile radios, and related animal services tools and equipment.
- Identifies symptoms of common animal diseases and recommends veterinary medical care, isolation, or euthanasia.
- Immobilizes animals with the use of euthanasia chemicals and equipment and euthanizes animals by injection when necessary.
- May act on a relief basis in the absence of the Senior Animal Services Officer.
- May assist 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:

Possession of a high school diploma or GED and two years of experience in animal care or services or law enforcement. Additional course work or training in animal services, animal behavior, public relations, and/or law enforcement is desirable.

Licensure/Certification:

- Must possess a valid California driver's license.
- As a condition of continued employment, must possess or obtain within twelve (12) months of appointment, California Penal Code 832 Certificate; and 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 and the State of California Corporations Code, Section 14502. State of California Corporations Code, Section 14502 re-certification must be maintained.
- As a condition of continued employment, must possess or obtain within twelve (12) months of appointment a Veterinary Assistant Controlled Substances Permit (VACSP), to be renewed every two years.

Other Requirements:

- Must be willing to obtain a pre-exposure rabies vaccination, and, when medically required, revaccination shots; and
- Must be willing to work shifts or alternative schedules and be available for 24-hour emergency call back.

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;
- Behavior and handling of common domestic or wild animals;
- Methods and equipment used in the care and services of animals;
- State and local laws and ordinances pertaining to the proper care and service of animals;
- Safe working practices; and
- Basic math and recordkeeping principles and practices.

Skill in:

- Handling, capturing, and serving animals humanely and effectively under stressful or emergency circumstances;
- Dealing tactfully, courteously and effectively with the public when providing customer

service;


- Assessing animal behavior and making effective decisions regarding handling, capturing, or euthanizing the animal;
- Identifying symptoms and behavior associated with rabies and other common domestic animal diseases;
- Operating City vehicles, radios, and other animal services tools and equipment;
- Reading maps and following directions;
- Maintaining accurate records and preparing reports;
- Following oral and written instructions;
- Using independent judgment and initiative in accomplishing work assignments;
- Communicating clearly and concisely, both orally and in writing;
- Establishing and maintaining effective working relationship with coworkers, volunteers, and the public; and
- Equipment/Device Operation – Desktop and laptop computers, Smart telephones.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time, occasional 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 and weekend work and constantly 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 outdoors which is generally loud;
- Must be willing to work outdoors in all weather 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 administration of euthanasia to 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:



ROSEMARY RIVAS  
DIRECTOR OF HUMAN RESOURCES

DATE: 4-4-2024

HISTORICAL NOTE:

Spec Amended:	11/6/80
Resolution:	CS5727
Established:	4/4/88
Resolution:	CC88-0182
Spec Adopted:	10/31/88
Resolution:	CS88-091
Spec Amended:	3/16/00
Resolution:	CS00-017
Spec Amended:	10/21/04
Resolution:	CS04-116
Spec Amended:	5/5/05
Resolution:	CS05-063
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