



CLASS SPECIFICATION

Class Title: Animal Control Officer I
Department: Animal Care Davis County
FLSA: non-exempt

Class Code: 6670
Grade: 14
Eff. Date: 1/1/82
Revised: 10/13/2020

GENERAL PURPOSE

Under general supervision of the Animal Care Davis County Director or other administrative officer performs working level duties in enforcing animal control ordinances and regulations.

EXAMPLE OF DUTIES

Patrols geographic areas of county to ensure protection of citizens and animals; issues citations for violations of animal control codes and regulations; responds to traffic accidents involving animals.

Captures and impounds stray animals of all varieties. Attempts to locate owners; explains ordinances and assists with issues resolution.

Investigates animal bite cases, animal attacks, fights and arranges for proper care, quarantine and/or observation of the animal.

Performs field inspections of proper animal care for kennel permits.

Euthanizes animals when necessary or directed, prepares a specimen for the State Board of Health for rabies testing.

Prepares cases for court and appears in court as needed. Cooperates with other public safety and government agencies to resolve identified challenges.

Maintains accurate logs, records, documents, and reports of all complaints and violations.

Maintains assigned vehicle in a clean and sanitary condition and reports vehicle issues right away.

Responsible for the maintenance of the uniform, tools, and equipment (tranquilizers, control stick, dog/cat kennels, stretcher, dart gun, Taser, etc.) while following all job site safety regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduate or equivalent.

Preference for one (1) year experience in a veterinarian hospital, animal shelter, public safety, state or local government.

2. Special Qualifications:



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Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: animal control enforcement practices, procedures, laws and regulations; animal behavior; investigative methods and procedures.

Skill in: the use of tranquilizer guns and other tools and equipment specific to animal control functions; safe and humane animal handling; using all applicable computer hardware and software.

Ability to: understand and interpret animal related laws and regulations; exercise sound independent judgement consistent with policies, procedures, and practices; maintain confidentiality; communicate effectively (orally and in writing); be a team player; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Presents a professional appearance to the public at all times.

This position requires working shifts, including weekends, holidays; responding to emergency calls within 15 minutes 24 hours/day on a rotation basis for one week at a time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	10/13/2020
Department Approval:	Rollin Cook
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito