

---

|               |                           |                 |       |
|---------------|---------------------------|-----------------|-------|
| EXEMPT (Y/N): | No                        | JOB CODE:       | CSC   |
| DEPARTMENT:   | Sheriff's Office          | CLASSIFICATION: | 165   |
| SUPERVISOR:   | Sheriff/Patrol Lieutenant | SALARY RANGE:   | 24    |
| UNION (Y/N):  | Yes                       | LOCAL:          | CCDSA |

---

**GENERAL STATEMENT OF DUTIES:** Conduct investigations and carry out enforcement of state laws and County ordinances relating to animal control issues within the County. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise shelter staff including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with County Clerk as appropriate). Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Investigate citizen complaints involving animal-related problems including animal bites, nuisance complaints, reports of strays, livestock kills and inhumane treatment of animals. Tranquilize, quarantine animals and/or dispose of carcasses as appropriate.

Assist the Sheriff, when requested by sworn enforcement staff, with the investigation of criminal laws associated with dog control issues and as specified in statute or by County Ordinance.

Apprehend stray animals that are a health hazard to the public. Locate animal owner or transport animals to the animal control shelter.

Respond to complaints, inquiries and requests for services. Provide for community information and education programs, including making presentations at local community groups.

Recommend and implement policies, procedures and processes to ensure State and local laws and ordinances pertaining to animal control and licensing are enforced.

Maintain animal shelter and grounds. Repair and maintain facilities. Clean kennels, feed and care for animals.

Compile and maintain appropriate records required by animal shelter.

Work with Sheriff's Office Manager to prepare annual estimated personnel, supplies and equipment costs and recommend annual budget.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure compliance to rules and procedures by shelter staff.

**SUPERVISORY RESPONSIBILITIES:** Supervise 1-3 employees plus several volunteers and/or Jail inmates engaged in shelter work. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems. Coordinate all personnel functions with the

Patrol Sergeant.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of a Patrol Sergeant who provides policy and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma plus additional specialized courses in the field and four years related work experience which includes some supervisory experience. Any satisfactory combination of education and experience which demonstrates the ability to perform the above duties may be satisfactory.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within two months of hire, state certification to euthanize animals and certification for operation of the crematorium. Possession of an appropriate motor vehicle operator's license and must be insurable under the County's liability insurance policy.

**SPECIAL NECESSARY REQUIREMENTS:** Must be free of criminal convictions which would affect appointment to enforce the related ordinances/statutes or which would violate any other County policy.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of animal care, behavior and handling, including rabies control and prevention, disease recognition and humane euthanasia and animal related laws. General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of safety rules and practices pertaining to animal control. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee will be required to restrain large, unruly animals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

**JOB DESCRIPTION: DOG CONTROL OFFICER**

DATE: 06/11/2013

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions on all types of terrain. The noise level in the work environment is usually loud. Operation of motorized vehicles, firearms and euthanasia/cremation equipment may expose position to unusual hazards. Approximately 40% of time involves operation of motor vehicles.