

CITY OF WASCO POSITION DESCRIPTION

| PERTINENT POSITION DESCRIPTION DATA | | |
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| Position Title: Animal Control Assistant | Department : Animal Control | |
| Reports to: Senior Animal Control Officer | FLSA Classification : Non-Exempt | |
| Career Ladder: Animal Control Officer | Pay Grade: | Approval Date: 08/16/05 |

POSITION SUMMARY:

The fundamental reason this classification exists is to clean and maintain 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 related work as assigned.

CLASS CHARACTERISTICS:

Animal Control Assistant is the entry-level class in the animal control series, performing a variety of duties related to care of animals and facility maintenance at the City animal shelter. This class is distinguished from Animal Control Officer in that the latter has responsibility for enforcing local laws related to the care and control of animals throughout the City’s area, and is empowered with limited peace officer authorities in the conduct of official duties.

ESSENTIAL RESPONSIBILITIES:

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 ground-keeping 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

Must be willing to work weekends, after hours and on-call with a response time of thirty minutes or less

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

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; Basic arithmetic, including adding, subtracting, multiplying and dividing.

Skilled 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.

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; Learn and apply policies and procedures relating to shelter operations and animal care, feeding, handling, adoption, euthanasia, and disposal.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver's License may be required

Physical Abilities and Work Environment – Must possess sufficient strength and stamina to lift and remove objects weighing up to 50 pounds. Must be willing to work outdoors in all weather conditions and with exposure to unpleasant and potentially hazardous conditions. 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;

Other – Must be willing to obtain a pre-exposure rabies vaccination, and, when medically required, revaccination shots. must be able to tolerate the euthanization of animals. Must be willing to work shifts or alternative schedules.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – No experience is required.

Education - Possession of a high school diploma or GED

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date