

**City of Grass Valley  
JOB DESCRIPTION**



**Animal Control Officer**

---

**Department: Police Department – Animal Control**

**FLSA Status: Non-Exempt**

**Reports To: Police AID Sergeant (Admin & Invest Division)**

**Unit: 2 /Classified Full-Time Position**

**Adopted: April 6, 1993**

**Revised: January 15, 2013**

---

**SUMMARY OF JOB PURPOSE**

To enforce municipal ordinances and State Law governing the keeping of animals within the City jurisdiction; and to impound, care for, and properly dispose of animals.

The position of Animal Control Officer is the entry level grade of this duty assignment. Incumbents are required to possess good communicative skills with emphasis in dealing with hostile and upset citizens.

Incumbents will be required to work in the worst of weather conditions, under varying work schedules dependent upon need of service.

**SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Senior Animal Control Officer. General supervision is provided by the AID Sergeant or on-duty shift supervisor.

**ESSENTIAL FUNCTIONS**

**The incumbent will, under direct and immediate supervision (listed, but not limited to):**

1. Patrol assigned areas, picking up animals in violation of City ordinances;
2. Investigate complaints of nuisance animals and write reports;
3. Issue warning notices and citations;
4. Investigate inhumane treatment of animals;
5. Investigate animal bites and quarantine animals as required by State Law;
6. Work with Health Department officials in the prevention of rabies;
7. Capture dogs, cats and other animals using humane traps;
8. Collect and prepare evidence for criminal cases, and appear in court;
9. Explain City, State and Federal laws to the public;
10. Transport sick and injured animals to a veterinarian;
11. Collect and account for fees;
12. Pick up animal carcasses from City streets and public places;
13. Humanely euthanize unwanted animals and collect all fees;
14. Assist in locating lost animals;
15. Redeem impounded animals and collect all fees;
16. Receive stray and unwanted animals;
17. Sell adoptable animals;
18. Provide information to the public regarding animal services;

---

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

**City of Grass Valley  
JOB DESCRIPTION**



**Animal Control Officer**

- 
19. Assist citizens who visit the shelter;
  20. Keep kennels in a clean and sanitary condition;
  21. Feed and care for all animals housed at the shelter;
  22. Update daily log books (used to record animals impounded and their disposition);
  23. Issue receipts for all cash transactions and account for all money received.

**Knowledge of:**

1. Care and feeding of domestic and wild animals, primarily dogs and cats;
2. Basic methods of animal collection and impoundment;
3. Basic investigative techniques;
4. General law enforcement functions and procedures.

**Ability to:**

1. Learn and effectively develop skills in the humane treatment of animals;
2. Learn the applicable laws, ordinances, and regulations governing the keeping of animals within the City.
3. Recognize common diseases carried by domestic and wild animals;
4. Provide assistance to law and code enforcement personnel in a variety of capacities;
5. Communicate clearly and concisely both orally and in writing;
6. Carry out assigned duties without close supervision;
7. Establish and maintain cooperative relationships with those contacted in the course of work.
8. Work in a rapidly changing environment.

**QUALIFICATIONS**

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.

**Education and Experience:**

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. To have a high school diploma or GED;
2. One year prior experience in the handling and care of a variety of animals preferred.

**Certificates, Licenses, Registrations:**

1. Must have a valid Class C California Drivers License with an acceptable driving record and pass an appropriate background check prior to hire date.

---

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

**City of Grass Valley  
JOB DESCRIPTION**



**Animal Control Officer**

- 
2. Must obtain a certificate from the California P.O.S.T., governing laws of arrest and safety in firearms as described in Section 832 of the California Penal Code within 12 months from date of appointment.
  3. Must attend and pass the euthanasia certification course as provided for by State Law within 12 months of appointment.
  4. Must obtain National Animal Control Association Certification within 12 months of appointment.

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

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to understand and carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**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.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools, and talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Hear in the normal audio range with or without correction. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions and have the ability and willingness to work around and to tolerate unpleasant odors and objectionable substances common to the field.

Must be free from any physical, emotional, and/or mental condition which might adversely affect the ability to perform essential job functions.

---

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

**City of Grass Valley  
JOB DESCRIPTION**



**Animal Control Officer**

---

**WORKING ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat. The employee is occasionally exposed to risk of dangerous animals, hazardous chemicals, biohazards, and injury and is required to frequently lift heavy loads.

**RESIDENCY REQUIREMENT**

Must reside within 30 nautical miles of the City of Grass Valley Corporate Limits within 1 year from date of appointment.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

\*\*\*\*\*

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

**City of Grass Valley  
JOB DESCRIPTION**



**Animal Control Officer**

---

G:\HR\HR\Job descriptions\Engineering Technician.doc

---

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.