



## EMPLOYMENT OPPORTUNITY

# ANIMAL CONTROL OFFICER I/II

### SALARY AND BENEFITS

Level I: \$17.69 - \$23.28 per hour, plus benefits package

Level II: \$19.37 - \$25.54 per hour, plus benefits package

### FILING DEADLINE

Open until filled. First review: January 21, 2022

### DUTIES AND RESPONSIBILITIES

*The Animal Control Officer I/II*, Under general supervision, enforces County laws regarding stray, dangerous and nuisance animals; promotes responsible pet ownership; investigates complaints, patrols assigned areas and captures animals; administers the animal licensing program, including collecting and accounting for fees; performs related work as assigned. *The major duties of the job include:*

- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals.
- Conducts an initial investigation of complaints regarding animal cruelty.
- Processes animal bite reports and communicates with County public health staff regarding animal bite investigations; investigates animal bites; arranges for animal identification and quarantine, as required.
- Promotes responsible pet ownership by explaining local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public.
- Issues citations for violations of applicable regulations; patrols incorporated areas in a County vehicle; issues citations to dog owners with unlicensed or delinquent licensed dogs.
- Captures wild, stray and unlicensed animals for impounding; transports injured animals. Testifies in court regarding citations and disposition of complaints.
- Releases impounded animals to owners and processes adoption by new owners.
- Assists other agencies and County departments with animal control and handling activities.
- Operates humane traps, mobile radios, and related animal control tools and equipment.
- Identifies symptoms of common animal diseases and recommends veterinary medical care, isolation or destruction.
- Maintains records and prepares daily reports of work performed.
- Promotes the animal licensing program by collecting fees and issuing licenses in the field and in the office.
- May conduct and/or attend special programs to promote animal licensing and vaccinations.
- Acts as liaison with the local humane society for contract animal shelter services.
- Must maintain the powers of an Animal Control Officer as outlined in Penal Code 830.9.
- Perform related work as assigned.

### MINIMUM QUALIFICATIONS

#### Animal Control Officer I:

##### **Experience**

One-year experience in the care and handling of domestic, farm and ranch animals.

##### **Education**

Equivalent to the completion of the 12<sup>th</sup> grade. Supplemental college level coursework in animal control, animal behavior, public relations, law enforcement or related field is desirable.

### **Animal Control Officer II**

This is an advance journey level class in the Animal Control Officer classification. The Animal Control Officer II is expected to perform all of the same duties as an Animal Control Officer I, but are expected to solve routine problems without assistance. May advance to an Animal Control Officer II without further competition with two (2) years' experience as an Animal Control Officer I for the Lassen County Sheriff's Office or three (3) years' experience performing duties equivalent to an Animal Control Officer.

### **Minimum Age**

Must be at least 18 years of age at the time of appointment.

Must successfully pass an extensive background check and drug screen.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.

## **SELECTION PROCESS**

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us>. Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to sit for an interview.

## **HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: March 15, 2013

## **🔊 GENERAL INFORMATION 🔊**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.