



EMPLOYMENT OPPORTUNITY

Animal Services Officer I

Salary: \$ 19.79 Hourly
Job Type: Full Time
Department: Animal Services
Benefits: Benefits Eligible

The Position

This is the entry level position in the Animal Services Officer series. The Officer learns to perform basic animal services duties, as well as a variety of duties in the enforcement of animal services for the Town. This position ensures the public safety by capturing and caring for wild, vicious, and injured animals.

Job Functions

- Patrols areas within the Town and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; collects fees; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper containment and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to shelter for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Assists in responding to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animals regulations; and answers general questions.
- Assists in identifying and investigating animal related crimes, interviews witnesses, collects evidence, and writes reports.
- Investigates reports of animal bites, completes state mandated quarantines as necessary.
- Determines whether calls meet the criteria for emergency response and call-out and how quarantines should be handled; evaluates, and authorizes immediate euthanasia for sick and injured animals, emergency seizure of animals, owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious animal investigation should be initiated.
- Prepares reports and maintains records, logs, and files of activities; prepares cases and complaints for court action; testifies in court.
- Inspects, cleans, and performs preventive maintenance on vehicle such as checking oil, water, tires, and lights, and related maintenance duties; advises supervisor of potential problems and required services.

Qualifications

Training and experience that would provide the required abilities includes the equivalent to high school diploma and six (6) months experience in the enforcement and communication of animal services. Also, must have experience handling animals and knowledge of their humane care. Must have valid CA driver's license with satisfactory driving record and current auto insurance. PC 832 training and certification in euthanasia are required within six months of employment. Desirable qualifications include college courses in animal healthcare, and experience with a public agency.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Wednesday, August 9, 2017 at 5:30 p.m.** The successful candidate must pass a physical exam and Department of Justice background check. A current DMV printout will be required at time of interview. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.