



EMPLOYMENT OPPORTUNITY

Animal Services Officer I**Salary:** \$ 19.79 - \$27.95 Hourly**Job Type:** Full-Time**Department:** Animal Services**Benefits:** Benefits Eligible**The Position**

Under direct supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; and performs related work as required.

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.
- Assists in follow-up investigations on previously issued notices, citations, service requests, public nuisance animals, abandoned animals and habitual violators.
- Answers general questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- 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.
- Provides stand-by duty, as assigned, by responding to emergency calls, maintaining contact with answering service, resolving building alarm codes, and checking facility area for intruders or escaped animals.
- Advises supervisor of unusual circumstances or questionable conditions encountered in the area of responsibility.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of experience in the enforcement and communication of animal services codes, ordinances, and regulations and the humane care and handling

of animals. College-level coursework in animal healthcare and experience with a public agency are highly desirable; OR an equivalent combination of education, training, and experience.

License and Certification Requirements

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- PC 832 of the Peace Officers Training Certificate within six (6) months following employment.
- Must obtain euthanasia certification within six (6) months following employment.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment, on **Thursday, June 17th, 2021, at 5:30pm**. Application packages are available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. 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.