



## EMPLOYMENT OPPORTUNITY

**Senior Animal Services Officer**  
*\*Internal Recruitment Only\**

**Salary:** \$ 27.27 - \$38.53 Hourly

**Job Type:** Full-time

**Department:** Animal Services

**Benefits:** Benefits Eligible

**The Position**

Under limited supervision, provides lead direction to assigned animal services staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex 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**

- Provides technical and functional direction to assigned animal services staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine to complex animal services activities.
- Plans, schedules, prioritizes, and assigns animal services work in consultation with the supervisor; communicates status of field investigations to appropriate personnel, working cooperatively to schedule activities in accordance with established operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of equipment, and relevant safety precautions.
- 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.
- Responds to complex 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 related questions.
- Identifies and investigates animal related crimes, interviews witnesses, collects evidence, writes reports, and testifies in court.
- 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 care of 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.
- Follows up on investigations on previously issued notices, citations, service requests, public nuisance animals, abandoned animals, and habitual violators.
- Answers 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.
- Dispatches assignments using two-way radio.
- 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.

- Trains lower-level staff on proper Town policies and procedures and animal services standard operating procedures; documents and evaluates daily training.
- Performs general code enforcement activities.
- 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.

### **Q u a l i f i c a t i o n s**

*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 (12<sup>th</sup>) grade and three (3) years 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 health care and experience with a public agency are highly desirable.

#### **License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- PC 832 of the Peace Officers Training Certificate.
- Must obtain euthanasia certification within six 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 **Saturday, April 2<sup>nd</sup>, 2022, 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](http://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.