



ANIMAL CONTROL OFFICER

\$729.49-\$931.03 /Paid Bi-weekly
\$18,966 to \$24,206 Annually
100% of Employee Benefits Paid by City

The City of Parlier is seeking applications for a full time Animal Control Officer.

DEFINITION

Under the supervision of the Parlier Police Department: Performs animal control functions (animal regulations enforcement; animal care and adoption; licensing; capture and release of wild animals); and performs related work as required.

CLASS CHARACTERISTICS

Incumbent works independently and may be on call during off-duty hours for emergency situations. Positions in this class perform work which is structured, seldom varies, and is performed in accordance with established instructions, methods, and procedures. Incumbent receives instruction and training for duties they are expected to perform. Incumbent is expected to confer with the Police Department patrol supervisor for instruction in matters which do not conform to established instruction, policy, or procedure.

EXAMPLES OF DUTIES

Conducts a wide variety of animal control and shelter operation duties; investigates and enforces state and local animal regulations; issues citations; investigates animal bites, nuisances, barking, and cruelty complaints; cleans, transports animals for the purpose of euthanasia, spay or neuter, vaccinates animals as needed; and feeds animals; files, answers phones, and writes reports; observes safety regulations and safe work practices particularly in the handling of animals and the operation of vehicles; investigates and reports complaints or situations involving animals; drafts bite reports for transmission to the County Health Department; inventories and orders supplies; writes infraction reports and appears in court as necessary; receives and dispatches calls; answers questions and provides service to the public; maintains and cleans the shelter kennels and buildings (scrubbing walls, sinks, and picking up animal feces);

participates in the public relations and adoption activities of the department; operates city vehicles; keeps accurate records; and performs related work as required.

LICENSES REQUIRED

Possession of a valid California class 'C' drivers license and a good driving record.

QUALIFICATIONS

Knowledge of:

- Basic computer operations
- Appropriate safety precautions and procedures
- Basic math and record keeping
- Care and feeding of domestic and wild animals
- Federal, State, and City laws, regulations, and ordinances pertaining to animal control
- Animal disease and illness
- Administration of vaccinations

Ability to:

- Work shift work and weekends when needed
 - Operate a personal computer and related devices using city-installed software
- Interpret laws and ordinances
- Read, understand, and apply moderately difficult materials
- Understand policies and procedures and apply them without immediate supervision
- Maintain simple records
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Be involved in the euthansia of animals

The ability to speak Spanish is highly desirable

EDUCATION AND EXPERIENCE

Education:

A high school diploma or GED is required. An Associate Science degree in animal science or closely related field or a Licensed Veterinary Technician is desired. Education may be substituted for certification or training from an accredited learning institution in Veterinary related courses of study.

Experience:

At least 1 year of practical work experience in the care and handling of domestic, agricultural, or wild animals is desirable.

Supplemental Information:

PHYSICAL DEMANDS

Strength: Medium work: Lifting, carrying and/or pushing 50 lbs with frequent lifting and/or carrying objects weighing up to 30 lbs.

BENEFITS:

The City of Parlier pays up to 100% of employee health benefits, 100% dental and vision insurance, 2% @ 62 PERS retirement program, 13 paid holidays per year, minimum of 10 vacation days per year.

The pay range for this position is under review for reclassification into a higher salary range bracket. If approved by City Council, the incumbent would be reclassified into the higher salary range.

The information contained in the job announcement is subject to change and doesn't constitute either an expressed or implied contract.

SELECTION PROCESS:

- Application screening
- Oral interview
- Background investigation
- Chief's interview
- Medical exam and drug screening

Interested and qualified persons must submit an application. Submission of a resume is optional but preferred. City applications are available at the City website www.parlier.ca.us. Applicants should begin gathering the necessary documents, transcripts, certificates, etc. to speed the application process. All applications must be received no later than **October 23rd, 2015 at 4pm**. Applications received after the deadline will not be considered.

Immediately following the filing deadline, hopefuls who meet the minimum requirements will be scheduled an oral interview.

Reference checks, Live Scan, a background investigation, and medical examination and drug testing are part of the employment process.

An initial and final interview will be held with the Police Chief prior to appointment.

Please submit applications and documents in care of:
Parlier Police Department
Attn: Chief of Police
8770 S. Mendocino Avenue
Parlier, CA 93648