

Code: 3415

Title: ANIMAL CARE FIELD OFFICER

SUMMARY: Enforces State, City, and County animal care laws and ordinances and provides a variety of animal care field services in Pima County.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Enforces State, City and County animal care laws and ordinances governing such issues as dangerous and vicious animals, neglect, cruelty, excessive noise, quarantines, bite incidents, and license and vaccination requirements;

Patrols assigned areas to ensure compliance with animal care regulations and responds to routine and emergency animal care calls;

Assesses reported or observed violations of animal care regulations, makes determinations and takes required action, such as issuing citations and complaints;

Provides field services including capturing domestic and wild animals, dispensing first aid treatment to animals, examining injured and ill animals to select treatment disposition and removing animals from a variety of hazardous situations;

Provides information and education to the public covering a range of animal care topics including laws and ordinance, animal nutrition, behavior, injuries, and common diseases;

Operates and performs operator-level maintenance, servicing and safety inspection of assigned vehicles;

Operates and performs operator-level maintenance for chemical-immobilization and other animal care equipment, such as snares, ropes, nets, and traps in capturing animals;

Testifies in court on cases pertaining to animal care issues;

Assists Federal, State, City and County commissioned law enforcement officers as required;

Prepares manual and automated records and reports;

Gathers evidence on animal care cases, including photographs, tape recordings, and other information for presentation in court;

Maintains legal chain-of-custody for evidentiary materials;

May perform animal euthanasia as directed by qualified personnel;

May prepare specimens for rabies analysis;

May dispense medication to animals at direction of qualified personnel;

May calculate and collect fees for animal quarantine, impound and licensing services.

KNOWLEDGE & SKILLS:

Knowledge of:

- the symptoms of common animal health problems, species, and their habits;
- humane animal control, care and handling;
- English grammar, word usage and spelling, and basic arithmetic;
- automated record keeping, report preparation, and information gathering techniques;
- operator-level maintenance requirements for animal care equipment and assigned vehicles;

- applicable State, County, and City laws and ordinances;
- principles and techniques of effective customer service and public relations.

Skill in:

- establishing and maintaining effective working relationships;
- interpreting and applying the laws and ordinances regarding Animal Care;
- preparing accurate records and reports;
- conducting an investigation;
- communicating effectively, both orally and in writing;
- reacting quickly and calmly in emergencies and stressful situations;
- capturing and caring for animals;
- use of automated information systems for tracking data, report generation, and information gathering;
- reading street guides and maps;
- providing the public with animal care-related information and education;
- performing operator-level maintenance and servicing of assigned vehicles and equipment.

MINIMUM QUALIFICATIONS:

A high school diploma or General Education Development (G.E.D.) certificate.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at the time of appointment. This license must be maintained as a condition of employment. Failure to maintain current licensure may result in termination, due to need for continuing fieldwork.

Special Notice Items: Within nine months of appointment, employees must receive the full series of pre-exposure rabies immunizations. Medical inability to be immunized or previous immunization must be verified by the County Physician prior to employment. Recommended boosters are required for the duration of employment, unless medically excused or physiologically unable to develop immunity. Some positions may require fluency in English and a second language as determined by the Department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

