

Code: 3416

Title: ANIMAL CARE FIELD INVESTIGATION OFFICER

SUMMARY: Investigates alleged violations of animal care laws and ordinances 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)

Conducts detailed investigation of alleged violations of animal care laws and ordinances;
Prepares and maintains detailed manual and automated records and reports, including those in support of prosecution of alleged violators;
Enforces dangerous animal regulations by assigning the classification of dangerous animal through observation and evaluation of actions, behavioral tendencies, and owners' responsibility under varying circumstances;
Gathers information and evidence from various sources including records of outside agencies, interviews, and on-site visual inspections;
Interview victims, witnesses, and suspects to investigate leads to obtain and verify information, establish background and identify probable intent of alleged violator;
Presents evidence and defends the classification of dangerous animals at appeal hearings;
Serves as sectional technical resource by advising less experienced employees of proper procedures and assisting in their initial training;
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 control equipment, such as snares, ropes, nets and traps used in capturing animals;
Obtains search warrants, conducts searches, and identifies, collects and maintains custody of evidence for prosecution activities by the prosecuting attorneys;
Assists other agencies in the investigation of felony animal cruelty cases;
Testifies in court on cases pertaining to animal care issues;
Maintains legal chain-of-custody of evidentiary materials;
May authorize use of controlled chemical capture delivery systems by qualified staff;
May perform enforcement, field service, and animal care activities as required;
May act as a lead in the absence of the supervisor;
May inspect businesses and sites of special events as requested by other agencies to ensure compliance with animal care laws and ordinances.

KNOWLEDGE & SKILLS:

Knowledge of:

- symptoms of common animal health problems;
- animal control, care and handling;
- common animal species, breeds and their habits;
- state, county and city laws and ordinances for animal care issues;
- methods and techniques of interviewing, investigating and gathering information;
- basic arithmetic;
- automated record keeping and report preparation;
- operator-level maintenance for all equipment and assigned vehicles.

Skill in:

- investigating and documenting alleged violations of animal care laws, rules, and codes;

- establishing and maintaining effective working relationships with the public, co-workers and other agencies;
- preparing and maintaining accurate manual and automated records and reports;
- communicating effectively, both orally and in writing;
- reacting quickly and calmly in emergencies;
- capturing and caring for animals;
- using and maintaining specialized animal control equipment, such as snares and traps and assigned vehicles;
- assessing field situations rapidly and making determination;
- managing stressful or emergency situations firmly, courteously and impartially;
- supervising and training employees;
- conducting interviews and investigations;
- use of automated systems for tracking data and reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience enforcing animal care laws and ordinances.

(Fifteen semester hours or thirty-quarter hours of college-level course work from an accredited university or college in veterinary or animal science education from an accredited college or vocational school could be substituted for six months of the aforementioned required experience)

OR:

(2) Eighteen months of experience with Pima County as an Animal Care Field Officer.

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 shall 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.