

Job Class Code: 7030	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to protect and serve the public by enforcing local and state laws for the control, care, and protection of domestic and wild animals. The job class is responsible for assigned service calls. The job class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Responds to complaints and reports of stray or at-large animals; picks up and confines animals in accordance with local and state laws for care and control of animals.
- Handles reports of vicious, injury inflicting animals; impounds or quarantines offending animal, advises animal owner of applicable laws, and issues summons.
- Secures warrants and petitions, prepares court documentation, and testifies in court as required.
- Investigates animal killings or cruelty to animal complaints.
- Assists citizens with nuisance wildlife; refers complaints to other agencies or organizations as needed.
- Performs euthanasia on healthy, sick, injured, feral, and vicious animals.
- Rechecks cruelty situations to verify follow through with corrective action.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, certification of DCJS training for weapon carrying (must be at least 21 years of age), and veterinarian certification to use controlled drugs to sedate and euthanize animals.
Special Requirement	This job classification provides service to the community on a 24-hour basis during all hours of the day and night. In order to accommodate this 24-hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

City of Chesapeake

Class Title: Animal Control Officer I

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 7/3/18