

Job Class Code: 7035	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 and to train other Animal Control Officers. The job class is responsible for assigned service calls. The job class works according to some procedures and decides how and when to do things under general supervision. This is an assignment position at the discretion of the Animal Control Superintendent.

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 owners 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. Rechecks cruelty situations to verify follow through with corrective action.
- Educates the public on proper control, care, and protection of domestic animals, and on dealing with wild animals, and stray or vicious domestic animals.
- Assists citizens with nuisance wildlife; refers complaints to other agencies or organizations as needed.
- Trains new Animal Control Officers; advises junior Officers on correct animal control and care procedures.
- Performs euthanasia on healthy, sick, injured, feral, and vicious animals.
- 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 technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports and forms; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers and others in the general public.

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 two years 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.

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