



CLASS SPECIFICATION

Class Code: 60002216
Date Established: 07/1973
Last Reviewed: 12/2024
Last Revised: 12/2024
Last Title Change: 07/2024
FLSA: non-exempt
Probation: 12 months

ANIMAL SERVICES OFFICER

DEFINITION

Under general supervision, enforces applicable County ordinances and State laws governing care, control, licensing, impoundment, and euthanasia of animals; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year as an Animal Services Assistant; OR two years of full-time experience in the care and handling of animals in a professional work environment, including interviewing the public, assessing, and evaluating information for appropriate course of action; OR two years of full-time experience in enforcement of local, state, or federal codes/laws; OR an equivalent combination of training and experience. Four years of full-time active duty in the military may be substituted for required law enforcement experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Possession of, or ability to obtain, a valid certification as a euthanasia technician is required within one year of appointment.

Possession of, or ability to obtain, a valid pharmacy certificate is required within one year of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Patrol County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals and respond to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals.

Conduct complete investigations of animal bites and prepare reports for the County Health Officer, quarantining animals as necessary.

Answer telephone, route calls, and take and relay messages.

Prepare and deliver rabies specimens.

Explain animal services related laws, ordinances and policies to the public and concerned parties.

Educate and/or issue warning notices, civil penalties, and citations to law and ordinance violators.

Maintain accurate and detailed records of impounded animals.

Euthanize animals in the prescribed manner, according to appropriate laws and in accordance with established policies.

Document non-compliance cases for prosecution and appear in court to present evidence as needed.

Prepare reports and maintain accurate records for variance, dangerous/vicious dog, commercial animal welfare, breeder, and exotic animal permits.

Observe animal behavior to detect indications of illness or disease and behavioral concerns and take appropriate actions as needed.

Participate in outreach programs as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures.

Departmental/division policies and procedures.

County and State ordinances, laws, and regulations governing impounding, care, quarantine, treatment and euthanasia of animals.

Computer software specific to the department/division.

Procedures and equipment used in the capture and impounding of animals including baton and methods of chemical capture.

Geography of the County.

A variety of methods of animal capture and restraint.

Euthanasia procedures.

Ability to:

Perform a wide variety of animal services and enforcement functions.

Provide court testimony regarding animal services issues.

Use a BYRNA LE Launcher, SABRE red OC, ASP expandable baton and hand tools.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Feeding and general care of various breeds of dogs and cats and other domestic animals.

A variety of animal species, breeds and related behavioral and health characteristics.

Common diseases of animals, including their symptoms and treatment.

Habits and characteristics of animals.

Basic methods of animal capture and restraint.

Mathematical principles.

Record keeping methods and office procedures.

Ability to:

Drive a medium duty truck safely.

Perform animal services and enforcement functions.

Perform mathematical computations quickly and accurately.

Carry out oral and written directions.

Exercise good judgment in handling potentially hostile individuals and situations.

Read, interpret, and enforce animal services laws and ordinances

Communicate effectively both orally and in writing.

Identify various breeds of dogs and cats and other domestic animals.

Maintain records and prepare routine reports.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Successful completion of training in use of baton are required prior to completion of probationary period.

Successful completion of qualification for the use of shotguns is required prior to completion of probationary period.

Incumbents may work irregular hours, weekends, holidays, or evenings.

THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in office, outdoors, and driving environments. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non-standard work week.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.