



## CLASS SPECIFICATION

Class Code: 60019278  
Date Established: 07/2023  
Last Reviewed: 02//2025  
Last Revised: 02/2025  
Last Title Change: 07/2024  
FLSA: non-exempt  
Probation: 12 months

### ANIMAL SERVICES OFFICER LEAD

#### **DEFINITION**

Under general supervision, provides lead direction and work coordination for Animal Services Officers; enforces applicable County ordinances and state laws governing the care, control, licensing, impoundment, and euthanasia of animals; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time experience as an Animal Services Officer; OR three years of progressively responsible experience in the care and handling of animals in a professional work environment including interviewing the public, assessing information, and making determinations; OR three years of experience in the 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. Certification must be maintained for continued employment in this classification.

Possession of, or ability to obtain, a valid Training Instructor certification for Oleoresin Capsicum Spray, Pepperball Launcher, ASP Baton Instructor is required within one year of appointment. Certifications must be maintained for continued employment in this classification.

Possession of, or ability to obtain, a valid pharmacy certificate/controlled substance license is required within one year of appointment. Certification must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises lead direction.

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

Inspect animal facilities to ensure conformance to laws; explain violations and need for correction of such things as poor sanitary conditions, inadequate food, sick or injured animals and over-crowded conditions; issue warnings and citations as appropriate.

Serve as a field training officer for new employee training in animal services enforcement functions and methods; provide training for new staff in operations, policies, and procedures; develop training schedules and class assignments; provide recertification training for existing Animal Services Officers.

Provide lead direction to Animal Services Officers to include assigning and reviewing work; establishing work procedures; providing input on performance evaluations and disciplinary matters.

Conduct various in-service training for officers on rabies, bites, dangerous animals, neglect, cruelty, and abandonment cases.

Present educational workshops for school, civic, and other community groups; handle public relations and special needs cases; prepare written and verbal presentations; present at other speaking engagements.

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.

Supervise the investigation into complaints and reports of bites, cruelty, abuse, stray/nuisance, wildlife, livestock, exotic pets, and neglect or abandonment of animals by citizens and other providers of animal care; assist officers in field interviews/investigations; and approve investigative reports prepared by officers.

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

Euthanize animals in a prescribed manner, according to appropriate laws and established policies; assist in the preparation of rabies samples.

Issue warning notices and citations to ordinance violators.

Maintain records of impounded animals.

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

Fill in for supervisor when necessary, ensuring acceptable protocol, policies, and procedures are followed.

Perform any and all of the Examples of Duties found within the Animal Services Officer job description.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

### **Knowledge of:**

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned areas.

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.

Basic non-emergency dispatch procedures utilizing in-house software program.

Computer software specific to the department/division.

Procedures and equipment used in capture and impounding of animals including bite stick.

Geography of the County.

Humane euthanasia procedures.

**Skill in:**

The operation of a non-emergency multi-line dispatch station.

**Ability to:**

Respond to requests and inquiries from the public and other agency personnel regarding animal regulations and concerns.

Develop training assignments and administer training programs for all officers.

Provide court testimony regarding animal services issues.

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

**Knowledge of:**

Basic understanding of radio procedures and computer equipment.

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

Common diseases of animals, including their symptoms and treatment.

Behavior and characteristics of animals.

Record keeping methods and office procedures.

Basic methods of humane animal capture and restraint.

**Ability to:**

Provide lead direction and work coordination for staff.

Operate office computer equipment, dispatch station, and multi-line phone system.

Receive, prioritize, and transmit radio and telephone transmissions properly, rapidly, efficiently, and effectively.

Analyze situations and make sound decisions and adopt effective course of action in both routine and non-routine situations.

Exercise good judgment and emotional control in handling potentially hostile individuals in difficult situations.

Drive medium to heavy duty vehicles and tow trailers.

Perform animal control and law enforcement functions as related to animals.

Carry out oral and written directions.

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

Read, interpret, and enforce pertinent laws, codes, and regulations related to the services provided by Regional Animal Services.

Communicate clearly and concisely, both orally and in writing and tailor communication to meet the needs of the intended audience.

Maintain records and prepare routine reports.

Interact tactfully and courteously with the public when providing information and carrying out enforcement activities.

Establish, maintain, and foster effective and positive 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 Services employees are considered disaster response employees when ordered to assist during a disaster. This position may require on-call assignments.

Incumbents may work irregular hours, weekends, holidays, evenings., or on-call.

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 use office equipment including computers, telephones, calculators, copiers, and FAX. 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 the 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.*