



336 Pacific Ave • Shafter, CA 93263

Equal Employment Opportunity Employer

Now Accepting Applications for **Animal Control Officer**

Open Until Filled

APPLY NOW!



SALARY INFORMATION

Hourly: \$16.81 - \$20.43
Biweekly: \$1,345.00 - \$1,635.00
Annually: \$34,970 - \$42,510.00

THE POSITION

Under general supervision, responsible to communicate and enforce State laws and City ordinances as pertaining to the care, control and treatment of animals. Duties include but are not limited to patrolling, licensing, quarantine, impounding, caring for and disposing of animals. Related duties as assigned.

Essential Job Duties and Responsibilities:

- Interpret and enforce animal control laws, regulations, policies and procedures.
- Responsible for patrolling jurisdictions to enforce and address animal control-related issues.
- Educate the public regarding applicable laws and ordinances.
- Maintain shelter and trucks by keeping them in a clean, safe and orderly condition at all times.
- Maintain radio contact with dispatch at all times and use proper radio procedures in accordance with FFC regulations and department practices.
- Pick up and transport stray, confined, sick, or injured animals.
- Investigate and take appropriate action regarding inhumane treatment of animals.
- Investigate and take appropriate action regarding animal bites.
- Issue violation notices, court citations, make arrests as required processing related paper work in an accurate and timely manner.
- Provide high quality customer service by assisting the public with their inquiries and concerns.
- Use approved weaponry when warranted, seek police assistance as needed.
- Administer minor first aide treatment to animals as needed.

Animal Control Officer

- Assist with euthanasia and disposal of ill, injured, aged, or unwanted animals.
- Issue licenses, collect fees and process related paperwork.
- Ensure animals are fed and provided water and maintain clean and safe kennels.
- Transport animals for veterinary services when needed.
- Organize and participate in vaccination and license clinics.
- Establish and maintain cooperative working relationships.
- Represent the City to perform public speaking and education presentations as related to animal control.
- Respond to emergency situations during the night, weekends and holidays.
- Work cooperatively with a variety of law enforcement agencies when joint action is required.
- Communicate verbally and in written form in a professional manner.
- Maintain accurate files.

Essential Position Requirements:

- Possess analytical skills to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Possess planning and organizing skills to develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Possess good communication skills to effectively convey ideas, both written and oral.
- Possess creative decision making skills to evaluate or make independent decisions, based on experience or knowledge, without supervision.
- Maintain interpersonal relationships which encourage openness, candor and trust.
- Ability to work in a diverse team environment.
- Possess good judgment, dependability, adaptability and punctuality.

Minimum Qualifications:

- High School diploma or equivalent.
- Two years of experience in a setting which included the care and handling of animals, or any related training or experience.
- Animal law enforcement training.
- PC 832 Arrest and Control/Firearm.
- Euthanasia Certification.
- Proficient in Microsoft Office Suite.
- Ability to become proficient in RIMS, Shelter PRO, POST portal, and Lexipol.
- Valid California Class C Driver license and good driving record.
- Available to work nights, weekends and holidays.

Application Requirements:

Incomplete application packets will be rejected. Applications must contain the following:

1. City of Shafter Employment Application
2. Detailed Resume
3. High School Diploma or GED
4. PC 832 Arrest and Control/Firearm Certificate
5. Euthanasia Certificate

*If you need to submit any additional documents to be attached to your application, please submit to HR@shafter.com.

Selection Process:

The following are steps in the selection process. Candidates must pass each step before proceeding to the next step:

1. Submit complete employment application as listed under Application Packet Requirements
2. Oral Interview
3. Name Placed on Eligibility List

Animal Control Officer

4. Conditional Offer
5. Background Investigation
6. Medical Examination; may involve a drug test
- Formal Offer
8. Begin Employment
9. 6-month Probationary Period

Apply at

<https://www.shafter.com/76/Job-Opportunities>

The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or hr@shafter.com. All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.