



CITY OF SHAFTER
invites applications for the position of:

Animal Control Officer

SALARY:	\$16.98 - \$20.64 Hourly \$1,358.00 - \$1,651.00 Biweekly \$35,308.00 - \$42,926.00 Annually
OPENING DATE:	04/28/22
CLOSING DATE:	Continuous
OBJECTIVE:	

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.
- 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.

MINIMUM REQUIREMENTS:

- High School diploma or GED;
- Any professional or personal experience in a setting which included the care and handling of animals;
- Obtain PC 832 Arrest and Control/Firearm certificates within one year of appointment;
- Obtain Euthanasia Certification within one year of appointment;
- Complete Basic Humane Officer Training within one year of appointment;
- Valid California Class C Driver license and good driving record;
- Available to work nights, weekends and holidays.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.

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

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

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
4. Conditional Offer
5. Background Investigation
6. Medical Examination
7. Formal Offer
8. Begin Employment
9. 6-month Probationary Period

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.shafter.com/employment>

Position #22/06
ANIMAL CONTROL OFFICER
AT

336 PACIFIC AVE
Shafter, CA 93263
661 746-5003

HR@shafter.com
