

## CITY OF TAFT

**CLASS TITLE: COMMUNITY SERVICES OFFICER**

**Salary Range 26.0**  
\$1,194.75 - \$1,452.22 Bi-weekly

### **BASIC FUNCTION:**

Under general supervision enforced City ordinances and state laws regarding stray, dangerous and nuisance domestic and wild animals; investigates complaints; patrols assigned areas; captures animals; maintains an animal shelter; performs coded enforcement work as required. This code enforcement position is responsible for enforcing applicable animal control regulations in a civilian capacity with limited peace officer authority. This position will perform vehicle abatement work within established parking laws, City Codes and guidelines. Investigate non-injury traffic accidents, counter reports, cold burglary and theft reports, collect evidence, process crime scenes, and assist police officers as assigned.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Police Chief or his/her designee.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals.

Conducts initial investigation of complaints regarding animal cruelty or neglect.

Investigates animal bites, arranging for appropriate identification and quarantine.

Explains local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and the policies of the shelter to the public.

Issues citations for violations of applicable regulations.

Patrols assigned areas operating city vehicles.

Captures wild, stray and unlicensed animals and transports them for impounding.

Removes dead, injured or dangerous animals from public and private properties.

Testifies in court regarding citations and disposition of complaints.

Assists other agencies and city departments in animal control and handling.  
Maintains records and prepares daily reports.

## COMMUNITY SERVICES OFFICER CONTINUED

Operates humane traps, mobile radios, and related animal control tools and equipment.

Works an assigned shift, which may vary, using own judgement in deciding course of action being expected to handle difficult and emergency situations without assistance.

Ability to supervise inmates in cleaning, maintenance, and operation of animal shelter.

Knowledge of methods, equipment and safe work practices used in the care and control of animals.

Skill in handling, capturing and controlling animals humanely and effectively under stressful or emergency circumstances.

Skill in dealing tactfully and effectively with the public, including hostile and irate citizens.

Skill in identifying symptoms and behaviors associated with rabies and other common domestic animal diseases.

Skill in reading maps and following directions.

Skill in using sound independent judgement within established guidelines.

### **PERIPHERAL DUTIES**

Provides information to the public on care and treatment of animals.

Responds to and investigates complaints of abandoned vehicles and other Code violations.

Knowledge of basic geographical layout of the City.

Knowledge of basic species and breed identification of a variety of domestic and common wild animals.

Knowledge of state and local laws and ordinances pertaining to the proper care and control of animals.

Knowledge of basic recordkeeping principles and practices.

Skill in investigation of non-injury traffic accidents.

Skill in investigation of cold burglary and theft reports.  
Skill in processing crime scenes.

Skill in collection and handling of evidence.  
Skill in traffic control and direction.

### **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

(A) High School diploma or GED equivalent;

(B) One (1) year of experience in the care and handling of animals.

(C) Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

**Necessary Knowledge, Skills and Abilities:**

(A) Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;

(B) Some skill in operating the tools and equipment listed below;

(C) Ability to:

- (1) learn the applicable laws, ordinance, and department rules and regulations;
- (2) communicate effectively orally and in writing;
- (3) establish and maintain effective working relationships with peers, supervisors and the public;
- (4) exercise sound judgment in evaluating situations and in making decisions;
- (5) follow verbal and written instructions;
- (6) meet the special requirements listed below;
- (7) learn the City geography.

(D) Must be willing to work in exposure to animal wastes, and animal bites, and various cleaning and disinfecting chemicals.

**SPECIAL REQUIREMENTS**

(A) Must possess, or be able to obtain by time of hire, a valid State of California Driver's License.

(B) Must be medically fit to lift and carry up to fifty (50) pounds.

**TOOLS AND EQUIPMENT USED**

Patrol vehicle, animal capture equipment, police radio, pager, and first aid equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift, move and/or carry up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required including background investigation and employee physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.