



ANNOUNCEMENT OF RECRUITMENT

ANIMAL CONTROL OFFICER

Part-time

Bi-Lingual (English/Spanish) skills are desirable

THE POSITION: Under general supervision, apprehends unlicensed, stray animals; enforces leash ordinance; issues citations; conducts animal shot clinics and informational safety workshops; investigates cases of cruelty and neglect of animals; cleans and maintains animal control vehicle; perform related duties as required.

Requires the ability to understand and apply laws relating to municipal code. Any combination of education, experience and training which would likely provide the required abilities is qualifying. A typical way to obtain the abilities would be equivalent to completion of the 12th grade with knowledge, experience, and/or training in animal control. Bi-Lingual (English/Spanish) skills are desirable. Ability to obtain a California PC 832 Laws of Arrest and Firearms certificate within one year of appointment.

Possession of an appropriate and valid California Driver's License is required.

SALARY: \$18.42/hour. Usual schedule is 29 hours/week; paid holidays.

The City is a member of the California State Employees Retirement System (PERS) 2% @ 55 formula for classic/legacy employees; 2% @ 62 formula for new members (as defined by PEPPRA). The City does not pay into the Social Security system.

THE SELECTION PROCESS: Applications will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further. The selection process may include oral board interview, department interview, background investigation, post-offer medical examination, drug screening, physical capacity testing and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA, 93618; (559) 591-5900 ext.108; open until filled. A City of Dinuba application is required. www.dinuba.org

Persons with disabilities who require special accommodations may contact Human Resource Services. Proof of authorization to work in the United States is required for all employees.
We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability.
The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked without notice.

**JOB DESCRIPTION
CITY OF DINUBA**

**ANIMAL CONTROL OFFICER
PART-TIME**

DEFINITION: Under general supervision, apprehends unlicensed, stray animals; enforces animal control ordinances.

EXAMPLES OF DUTIES:

Patrols streets to locate stray animals and promptly captures animals and transports them to an animal shelter; responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries; removes dead, injured or dangerous animals from streets and residential premises; provides food, water, and personal care to detained animals; logs all incidents concerning animal control; compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities; investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases; serves various criminal or civil notices or papers related to enforcement of animal control ordinances; maintains animal control vehicle; conducts animal shot clinics, licensing, and informational workshops; works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance; maintains normal availability by radio or telephone for consultation on major emergencies or precedent; carries out duties in conformance with Federal, State, County, and City laws and ordinances; maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities; performs related duties as required.

EMPLOYMENT GUIDELINES

Knowledge of:

- Law enforcement principles, procedures, techniques, and equipment;
- Working knowledge of animal restraint and care techniques;
- Principles of basic report preparation;
- Speak, read, and write in (English/Spanish) desirable.

Ability to:

- Learn the applicable laws, ordinances, and department rules and regulations;
- Communicate effectively in English both orally and in writing;
- Prepare clear, complex, and extensive reports;
- Operate a vehicle observing legal and defensive driving practices;
- Use animal capture equipment;
- Use police radio;
- Operate a computer accurately and efficiently;
- Exercise sound judgment in evaluating situations and in making decisions;
- Follow verbal and written instructions;
- Learn the City's geography;
- Establish and maintain effective working relationships with peers, supervisors and the public.

Education/Experience/Training: Any combination of education, experience, and training which demonstrates the ability to perform the duties of the position. A qualifying entrance background is completion of twelfth grade or equivalent.

License/Certificate: Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles. Ability to obtain a California PC 832 Laws of Arrest and Firearms certificate within one year of appointment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Frequently sit, talk, and hear; occasionally 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; occasionally lift and/or move more than 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Frequently works in outside weather conditions; occasionally works near moving mechanical parts; in high, precarious places; and occasionally exposed to wet and/or humid conditions. The noise level is usually moderate.

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.

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete to the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: _____ Signature of applicant: _____

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: Animal Control Officer (PT)

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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