

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Animal Care and Control Officer

**CLASS CODE:** 2113

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification apprehend stray animals, confine biting animals, investigate cruelty and neglect of animals, educate citizens, work with community volunteers, and provide humane care to in-shelter population.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level service classification in the Public Safety and Security Series – Animal Control Group job family within the City of St. Louis. Incumbents within this classification perform routine duties with a variety of related tasks on a five day a week overlapping day and evening rotating shift. The distinguishing characteristics of this classification include apprehension and impoundment of dangerous or vicious animals for the safety of citizens, the humane care to the in-shelter population and the education of the public concerning the proper care and welfare of animals.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Apprehends and impounds stray, unleashed, or vicious animals in addition to those suspected of having rabies.

Investigates reports of vicious, biting dogs or other safety concerns associated with animals.

Carries out daily field assignments and prepares appropriate reports.

Provides customer service to citizens visiting the shelter.

Administers vaccinations and inoculations during animal admitting.

Provides animal care, kennel maintenance, sanitation, parasite, and disease control.

Works cooperatively with volunteers.

Assists in the euthanasia process.

Advises owners and general public regarding pet ordinances.

Appears in court as a witness pertaining to ordinance violations or police actions.

Maintains vehicle cleanliness, inventory, and preventive maintenance schedule.

Works to educate the general public on responsibilities of pet ownership.

Completes a variety of work reports such as daily logs, bite reports, incoming tickets, time sheets, etc. and prepares detailed summary reports either manually or as prescribed as part of the ARC information management system.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

#### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as other Animal Control Officers and the public, on how to apply policies, procedures and standards to specific situations.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a truck, tranquilizer gun, steam cleaner, copy machine and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as bite reports, work orders, street guide, policy and procedure manual, ordinance books and other non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, animals/wildlife, violence or disease.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull moderately heavy objects and materials, twenty (20) to fifty (50) pounds; and may occasionally involve objects and materials up to one hundred (100) pounds, such as dogs and a variety of other animals.

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching, and crawling to apprehend strays.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks, such as distinguishing between animals.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.