

**SIERRA COUNTY  
JOB CLASSIFICATION**

**CLASS TITLE: COMMUNITY SERVICES OFFICER/ANIMAL CONTROL**

**CLASS CODE:**

**STATUS:**

**SALARY: \$3,325.62– 4,042.32 Monthly \$19.18 – 23.32 Hourly**

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**DEFINITION**

Under general supervision and described per Sierra County Code 8.08.010, as a Public Officer (Penal Code 830.9/832.6(a)(3)), protects the public from rabid, dangerous or potentially diseased animals; rescues injured and trapped animals; controls the population of unwanted animals; enforces State and County laws and regulations pertaining to vicious or nuisance animals and the licensing and humane treatment of animals. May also perform various other duties as assigned, such as: completing investigations and compiling reports and gathering necessary evidence, traffic accident investigation within the City of Loyalton, general parking enforcement within the County, civil services, general code enforcement of the County as well as the City of Loyalton, crime scene investigations, testifying in court, background investigations, response to and handling of minor and/or cold police reports, dispatch and jail duties as assigned, bailiff duties, maintaining courtroom security and performing associated functions during court sessions, transportation and supervision of prisoners, transportation of detainees such as W.&I. 5150 holds. Generally perform varied and non-sworn law enforcement work with an emphasis on animal control services. May train and assist new hires as directed. Performs related work as required. Peace officer powers while on-duty only and the carrying of any concealed weapon is only authorized with a valid CCW permit.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized journey level classification. Incumbents may provide training and guidance to less experienced employees. This position performs a large variety of functions for the sheriff's office.

**REPORTS TO**

Reports to the Sheriff or the Officer in Charge (O.I.C.) and/or any Supervisor within the department.

**CLASSIFICATIONS SUPERVISED**

As Assigned

## **PROBATIONARY PERIOD**

Extra-help employees shall be subject to at will/as needed employment, permanent part time and permanent full-time employees will be subject to a probationary period of twelve months upon appointment as permanent.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Captures and quarantines suspect animals, picks up dead animals on county roads and public places, surgically prepares dead animals for Fluorescent Rabies Antibody testing, and otherwise protects the public from rabid or potentially diseased animals.
- Rescues injured and trapped animals using humane traps and remote chemical immobilization equipment when necessary and transports animals to the shelter
- Discharges firearms, as needed, to defend the public from vicious and otherwise uncontrollable domestic or free ranging wild animals.
- Responds to public calls and complaints, explains County animal control and licensing ordinances to the public, and issues warning notices or citations for violations.
- Investigates abuse claims, files court cases, and makes court appearances
- Receives and accounts for license and other applicable fees.
- Arranges for and sets up immunization clinics.
- Patrols public streets and detains and impounds stray or unlicensed animals
- Feeds and cares for impounded animals, and cleans shelter units and other operational areas.
- Euthanizes unclaimed animals and otherwise controls the population of unwanted animals.
- Supervises, guards, and protects inmates during court sessions, maintaining responsibility for the general security of the courtroom; follows directives of the presiding judge in carrying out court orders; operates courtroom recording equipment; provides security for juries during deliberations; may transport prisoners to and from court; performs a variety of court support functions.
- Receive, review and issue mandated civil processes for service.
- Review and audit legal documents received from Courts and private attorneys for accuracy and compliance with Civil process laws; provide technical information and support to persons seeking civil actions or attempting civil actions.
- Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Other duties as assigned.

### **Important:**

- Makes presentations to interested groups or organizations regarding animal care including the legal statutes governing animal control and other matters as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

### **HEARING**

Corrected hearing to a normal range that is adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. This classification must possess the ability to discriminate among both speech and non-speech sounds, i.e., to hear and correctly understand individuals being interviewed, to hear and correctly understand radio transmissions while operating a motorized vehicle, to hear scuffling, the opening and closing of doors, or of firearms being loaded in order to determine safe entry or exit of a situation or building or to detect the approach of vehicles, people, animals, machinery and to anticipate potentially unsafe situations.

### **VISION**

Corrected vision to a normal range that is adequate to meet California Department of Motor Vehicles criteria for required licensing. Accuracy in far vision is important such as to determine whether someone twenty feet away is armed or holding a non-weapon item. If an officer loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her partner, vehicle, weapon or radio to summon assistance. Accurate color vision is necessary to properly describe evidence, suspects and vehicles.

### **DEXTERITY AND COORDINATION**

Must possess the arm strength and range of motion, which is sufficient to write, use firearms and subdue and arrest suspects. Must possess the coordination and explosive strength to run at least 440 yards and be able to communicate and perform tasks at the end of that distance. Must possess the mobility to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Must have the finger dexterity and hand/arm steadiness to adequately load and operate firearms accurately, handcuff suspects, drive a vehicle while operating the vehicle's radio and use a computer or typewriter keyboard. Must have the ability to move arms or legs rapidly such as to use weaponless defensive tactics, climb fences, subdue a combative person and write reports by use of a computer or typewriter.

### **PHYSICAL STRENGTH**

Must have the muscle strength to lift, push, pull and carry objects weighing in excess of 100 pounds. Must have the stamina and balance necessary to perform such tasks as walking long distances, running up stairs, scaling fences, climbing up and down inclines in uneven terrain and walking on icy surfaces. Must have the trunk strength and stamina as necessary for repeated activities of the mentioned type.

### **MENTAL REQUIREMENTS**

The following mental abilities are required for this position: Alertness, concentration, judgment, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill

individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or being seated as a passenger in a moving or stationary vehicle.

**TYPICAL WORKING CONDITIONS**

Work is performed in all possible environments found within Sierra County. Such environments include an office setting, out of doors in all possible weather conditions, in confined spaces, underground and in extreme cold and heat at all hours of the day and night. Work also includes the possible exposure to different environmental hazards, machinery and moving equipment.

**EQUIPMENT USED**

Specialized equipment for the operations of animal control services, such as animal carriers and catch and control devices.

Handguns, shotguns, rifles, and ammunition for the use of those weapons. Batons and chemical deterrents as defensive weapons.

Mobile, stationary and hand-held radios for communication.

Computers, word processors and typewriters for completion of comprehensive reports.

Various vehicles used depending on specific assignments, i.e., patrol cars, snowmobiles, search and rescue vehicles and motorized boats.

**DESIRABLE QUALIFICATIONS**

The successful candidate would possess a combination of the following related education, training and experience for minimum qualification:

General Education Diploma (G.E.D.) or High School Diploma	2 points
Relevant work experience (1 point p/year up to 5 years maximum)	5 points
Relevant Supervisory experience	0 points
Knowledge and Special Skills	4 points
Possession of Certificate of Completion of Academy	5 points
Continuing education (Job Required Training)	<u>5 points</u>

**Minimum points needed for consideration of employment 21 points**

In addition, the successful candidate should possess:

- a) The knowledge of the organization of county government and the basic functions of each department,
- b) The thorough understanding of the functions and responsibilities of the county Sheriff/Coroner,
- c) The thorough understanding of the criminal justice system within the State of California and the United States of America,

- d) The correct usage, spelling, grammar and punctuation of the English language, and,
- e) The thorough knowledge of contemporary law enforcement procedures, tactics and equipment.
- f) Must be eighteen (18) years old and a citizen of the United States; if a permanent resident alien, must obtain citizenship within three years from date of employment.
- g) Must not have been convicted of any felony.
- h) Completion of P.C. 832 and weapons training, if authorized to carry firearms.

**TRAINING AND EXPERIENCE**

**Education:** High School graduate or G.E.D. equivalent as required by California state law.

**Experience:** One year of general work experience involving public contact. Training as an Emergency Medical Technician is desirable but is not a requirement. Successful completion of a Field Training Program not to exceed 60 days in length.

**SPECIAL REQUIREMENTS**

**Certifications:** Possession of a valid California driver's license issued by the California Department of Motor Vehicles at the time of employment and maintained throughout employment.

Possession of a Peace Officer Standards and Training (P.O.S.T.) certified basic P.C. 832 Level III Powers of Arrest and Firearms Course Certificate of Completion prior to employment.

Possession of Basic Animal Law Enforcement Investigation Procedures Related to California Anti-Cruelty Laws Course Certificate of Completion is desirable prior to hiring and is required within one year of employment.

Possession of Advanced Animal Law Enforcement Investigation Procedures Related to California Anti-Cruelty Laws Course Certificate of Completion is desirable prior to hiring and within one year of employment.

Possession of Animal Law Enforcement Investigation Procedures Related to Illegal Animal Fighting Training Course Certificate of Completion is desirable prior to hiring and within one year of employment.

**Abilities:** Understand, interpret and apply policies, rules, ordinances and laws pertaining to law enforcement. Follow both oral and written directions. Observe, remember and record events accurately. Secure information from victims, witnesses and suspects. Make

independent decisions while working in the field. Analyze situations accurately and adopt effective courses of action under emergency conditions. Write clear and comprehensive reports. Use and care for firearms. Exercise care of and maintain departmental vehicles and equipment. Meet the standards of adequate physical stature, endurance and agility. Establish and maintain cooperative working relationships with fellow employees and the general public.

Physical requirements are in addition, but not limited to, the attached essential functions (ADA) exhibit.

## ESSENTIAL FUNCTIONS (ADA)

### I. PHYSICAL REQUIREMENTS:

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

**A=Rarely** (once or twice, or never performed)

**B=Seldom** (on a quarterly to yearly basis)

**C=Occasionally** (on a monthly/bi-monthly basis)

**D=Frequently** (on a weekly basis)

**E=Daily** (from 0-1 hours per day)

**F=Daily** (from 1-4 hours per day)

**G=Daily** (from 4-8 hours per day)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.0 0	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet, legs and/or hands and arms.					×		
2.0 0	STOOPING	Bending body downward and forward by bending spine at the waist.					×		
3.0 0	KNEELING	Bending legs at the knee to come to rest on a knee or knees.					×		
4.0 0	CROUCH	Bending the body downward and forward by bending the leg and the spine.					×		
5.0 0.	CRAWLING	Moving about on hands and knees or hands and feet.				×			
6.0 0	REACHING	Extending hand(s) and arm(s) in any direction.					×		
7.0 0	STANDING	Standing for long periods of time.						×	
8.0 0	WALKING	Moving about on foot.						×	
9.0 0	SITTING	Sits for extended periods of time.						×	
10. 00	PUSHING	Using upper extremities to press against something with steady force to thrust forward, downward or outward.					×		
11. 00	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion.					×		
12. 00	FINGER DEXTERITY	Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand/arm.						×	
13. 00	GRASPING	Applying pressure to an object with the fingers and palm.						×	
14. 00	FEELING	Perceiving attributes of objects such as size, texture, shape or temperature by touching with skin.							×
15. 00	TALKING	Expressing or exchanging ideas by means of the spoken word.							×
16. 00	HEARING	Receive detailed information through oral communication.							×
17. 00	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces exceeding that needed for ordinary locomotion and maintenance of body equilibrium.					×		

## II. VISUAL REQUIREMENTS:

**Frequency:** This factory includes the frequency to which the task appears while performing the overall job.

**A=Rarely** (once or twice, or never performed)

**E=Daily** (from 0-1 hours per day)

**B=Seldom** (on a quarterly to yearly basis)

**F=Daily** (from 1-4 hours per day)

**C=Occasionally** (on a monthly/bi-monthly basis)

**G=Daily** (from 4-8 hours per day)

**D=Frequently** (on a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Work performed requires the ability to see distances under 12 inches.					X		
2.0 0	Work performed requires the ability to see at an arm's length.							X
3.0 0	Work performed requires the ability to see distances over 20 feet.							X
4.0 0	Work performed requires the use of both eyes (field of vision)							X
5.0 0	Work performed requires the ability to distinguish basic colors.							X
6.0 0	Work performed requires the ability to distinguish shades of color.							X
7.0 0	Work performed requires depth perception.							X

## OTHER FUNCTIONAL REQUIREMENTS:

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Operates truck, tractor, motor vehicles, forklift or other moving equipment.							X
2.0 0	Repetitive use of foot control. (right only)							X
	(left only)	X						
	(both)							X
3.0 0	Repetitive use of hands. (right only)							X
	(left only)	X						
	(both)							X

### III WORKING CONDITIONS:

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

**A=Rarely** (once or twice, or never performed)

**E=Daily** (from 0-1 hours per day)

**B=Seldom** (on a quarterly to yearly basis)

**F=Daily** (from 1-4 hours per day)

**C=Occasionally** (on a monthly/bi-monthly basis)

**G=Daily** (from 4-8 hours per day)

**D=Frequently** (on a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Works outside in various types of weather.							X
2.0 0	Works inside.							X
3.0 0	Works in extreme cold, below 32 degrees F, for more than 1 hour.				X			
4.0 0	Works in extreme heat, above 100 degrees F, for more than 1 hour.				X			
5.0 0	Worker is subject to vibration (oscillating movements of the extremities or whole body).			X				
6.0 0	Works in excessive humidity.			X				
7.0 0	Works in dry atmosphere.			X				
8.0 0	Works in environment with constant noise (to cause worker to shout to be heard).			X				
9.0 0	Exposed to dust.			X				
10. 00	Exposed to silica			X				
11. 00	Exposed to fumes, smoke or gases (anesthetic gases, ethylene oxide, etc).			X				
12. 00	Exposed to grease and oils (air and/or skin exposure).			X				
13. 00	Exposed to electrical energy.			X				
14. 00	Exposed to pesticides.			X				
15. 00	Exposed to solvents or other chemicals. (Specify types of chemicals—air and/or skin exposure)			X				
16. 00	Works on slippery or uneven surfaces.			X				
17. 00	Works around machinery with moving parts or stationary equipment.			X				
18. 00	Works around moving objects or vehicles.					X		
19. 00	Works on ladders or scaffolding.			X				
20. 00	Works below ground.			X				
21. 00	Works with hands in water.			X				
22. 00	Works in confined spaces.			X				

<b>IV. PHYSICAL EXERTION:</b>								<b>HOURS P/DAY</b>
<b>ACTIVITY</b>								<b>HOURS P/DAY</b>
		<b>Up to 10 lb</b>	<b>11-25 lbs</b>	<b>26-50 lbs</b>	<b>51-75 lbs</b>	<b>76-100 lbs</b>	<b>100+ lbs</b>	
1.0 0	LIFTING	Daily	Daily	Occasionally	Occasionally	Occasionally	Occasionally	N/A
2.0 0	CARRYING	Daily	Daily	Occasionally	Occasionally	Seldom	Rarely	N/A
3.0 0	PUSHING	Daily	Daily	Occasionally	Occasionally	Seldom	Rarely	N/A
4.0 0	PULLING	Daily	Daily	Occasionally	Occasionally	Seldom	Rarely	N/A
5.0 0	REACHING	N/A	N/A	N/A	N/A	N/A	N/A	Daily
6.0 0	OTHER (Specify)							

**Reviewed by:**

\_\_\_\_\_  
**Sheriff – Sierra County      Date**

\_\_\_\_\_  
**Personnel Director      Date**

\_\_\_\_\_  
**Assessor      Date**

**Received and filed by:**

\_\_\_\_\_  
**County Clerk      Date**