



City of Long Beach Employment Opportunity

ANIMAL CONTROL OFFICER

Job Number: J03AN-17

SALARY: \$1,494.08 - \$2,493.68 Biweekly

OPENING DATE: 06/09/17

CLOSING DATE: 06/23/17 04:30 PM

DESCRIPTION:



Now accepting online applications only. Apply online 24 hours a day, beginning June 9, 2017 through June 23, 2017.

EXAMPLES OF DUTIES: Under general supervision, enforces licensing ordinances and animal quarantine to ensure public safety and the humane treatment of animals; investigates violations of local, State and Federal laws pertaining to animal control; issues citations for violations of the municipal code related to animal care and welfare; files criminal complaints with the City Prosecutor or District Attorney; impounds, cares for and assists in the euthanasia of animals; performs regular animal health and welfare checks in private residence and the P.D. Pitchford Animal Shelter; responds to animal-related emergency calls for service; drives an animal control vehicle; investigates and makes recommendations regarding the issuance of permits to keep wild animals within City limits; investigates animal bite reports; picks up dead and injured animals; cleans kennels and buildings; investigates and reports alleged complaints on cruelty to animals; may impound animals under the authority of the local, State or Federal vicious animal laws; may testify in court or administrative hearings; and performs other duties as required.

REQUIREMENTS TO FILE:

REQUIREMENTS TO FILE: Candidates must meet one of the five following requirements:

- A. One year of paid full-time equivalent experience working in an animal control agency, humane society, veterinary, kennel/boarding facility, ranch, or zoo handling and caring for animals.
- B. Two years of experience dealing with the public in a service related capacity.
- C. Six months of paid full-time equivalent experience as an Animal Control Officer, Trainee or License Inspector.
- D. Recent completion of twelve semester units or eighteen quarter units from a recognized college or university in Animal Science, Animal Management or related course work (**proof required**)*.

E. A Registered Veterinary Technician Certificate **(proof required)***.

***Proof of required documents must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name, address, date of birth, or social security number. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Ability to work with the public in a challenging environment and to become trained to operate an animal control vehicle with limited rear visibility requiring the sole use of side mirrors prior to completion of probationary period.

Willingness to work outdoors in all weather, perform euthanasia on animals, wear regulation uniform, meet required appearance standards and submit to personal background check.

Candidates will be required to work irregular hours, weekends, holidays, overtime, and split shifts.

Physical condition must be at a level commensurate with ability to perform job duties such as lifting a minimum of 50 pounds chest high without assistance (after training, occasionally lifting up to 75 pounds), crawling through crawl spaces, climbing inclines and running 50 feet with or without reasonable accommodation.

A valid driver's license will be required at time of appointment. A current DMV driving record must be presented at the time of the selection interview.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

- Application Packet.....Qualifying
- Occupational Written Test.....75%
- (Battery-operated calculators permitted)
- Writing Skills Evaluation.....25%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Applicants may take this examination only once during a four-month period.

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

The Occupational Written Exam is tentatively scheduled the week of July 10, 2017. If you have not received notification of the status of your application by June 30, 2017, please contact the Civil Service Department at (562) 570-6202.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

J03AN-17 SG

ACO

6/7/17

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #J03AN-17
 ANIMAL CONTROL OFFICER
 SG

333 West Ocean Blvd., 7th floor
 Long Beach, CA 90802
 (562) 570-6202
 (562) 570-6201 24-HOUR JOBLINE

civilservice@longbeach.gov

ANIMAL CONTROL OFFICER Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates for admittance into the next phase of the examination process. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate so. Required documents must be uploaded to the online application packet at time of filing. Do you understand the information stated in the "instructions" section above?
- Yes No
- * 2. **II. REQUIREMENTS TO FILE:** Please indicate under which the following requirement you meet below: Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.
- Option A: One (1) year of paid (full-time equivalent) experience working in an animal control agency, humane society, veterinary, kennel/boarding facility, ranch, or zoo handling and caring for animals.
- Option B: Two (2) years of experience dealing with the public in a service related capacity.
- Option C: Six (6) months of paid (full-time equivalent) experience as an Animal Control Officer, Trainee or License Inspector.
- Option D: Recent completion of twelve (12) semester units or eighteen (18) quarter units from a recognized college or university in Animal Science, Animal Management or related course work (proof required)*.
- Option E: A Registered Veterinary Technician Certificate (proof required)*.
- I do not meet any of the requirements above.
- * 3. Are you willing to lift a minimum of 50 pounds chest high, without assistance? (after training lifting up to 75 pounds, occasionally) with or without reasonable accommodation?
- Yes
 No
- * 4. Are you willing to run 50 feet with or without reasonable accommodation?
- Yes
 No
- * 5. Are you willing to climb through crawl spaces with or without reasonable accommodation?

- Yes
 No
- * 6. Are you willing to assist with the euthanasia of animals? (Euthanize means to humanely put to sleep.)
 Yes
 No
- * 7. Are you willing to work split shifts, weekends, holidays and irregular hours?
 Yes
 No
- * 8. Are you willing to wear a regulation uniform, including department issued body armor?
 Yes
 No
- * 9. Are you willing to be trained to drive a City vehicle with limited rear visibility requiring the sole use of side mirrors during the course of the workday?
 Yes
 No
- * 10. Are you willing to enforce local, State and Federal laws related to animals?
 Yes
 No
- * 11. Are you willing to issue citations?
 Yes
 No
- * 12. Do you have experience using a personal computer or electronic computer tablets?
 Yes
 No
- * 13. Have you ever been convicted of a crime?
 Yes No
- * 14. If answered **YES** to question 13, please explain. If not, please put N/A NOTE: A conviction does not automatically disqualify you from consideration. Two important determinants are the nature of the crime and the amount of time that has elapsed since the conviction. Give all pertinent facts so an informed decision can be made.
- * 15. **III. EXPERIENCE:** Describe in detail your experience, training, and education working with animals. Be sure to indicate the length of experience and amount of training and education.
- * 16. Describe your education and experience that enabled you to deal tactfully and effectively with a diverse public. Be sure to indicate the type of experience, where you obtained the skill (i.e., name of employer or school), the length of experience and/or education, the frequency of contact, and the purpose of the public contact.
- * 17. **IV. GENERAL QUESTIONS:** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. **Proofs for this position may include: certificates, college degree, college transcripts and/or DD-214 Member 4 Form.**

Yes No

- * 18. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

Yes No

- * 19. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Yes No

- * Required Question