City of Long Beach
Employment Opportunity

SENIOR ANIMAL CONTROL OFFICER
Job Number: J54NN-15

SALARY: $1,801.44 - $2,444.80 Biweekly
$3,903.12 - $5,297.07 Monthly

OPENING DATE: 07/06/15
CLOSING DATE: 07/27/15 04:30 PM

DESCRIPTION:

Accepting online applications only.
Apply online 24 hours a day,
beginning at 7:30 a.m.,
July 13 through 4:30 p.m. July 27, 2015.

Under general supervision, supervises and participates in the activities involved in the licensing, control and sheltering of animals;

EXAMPLES OF DUTIES:

Under general supervision, supervises and participates in the activities involved in the licensing, control and sheltering of animals; assigns, supervises and evaluates the work of employees engaged in the licensing of animals, the enforcement of animal regulation ordinances, the investigation of animal bites and nuisance complaints, the inspection and quarantine of vicious animals and the care, feeding and disposition of impounded animals; performs euthanasia of animals; establishes and ensures compliance with work standards; observes and enforces strict adherence to safety regulations and safe work practices, particularly in the handling of animals and the operation of patrol vehicles; investigates and reports on the more difficult complaints or situations involving animals; files criminal complaints and makes court and hearing appearances; receives and dispatches calls; supervises and participates in the work at a public counter; supervises the maintenance of kennels and buildings; participates in the public relations activities of the division; keeps records and prepares reports; and performs other related duties as required.

DESIRABLE QUALIFICATIONS: Certification for euthanasia training and Powers of Arrest PC832.

REQUIREMENTS TO FILE:

Four years full-time (equivalent) paid experience working in an Animal Control Agency as an Animal Control Officer or similar titled position with good knowledge of the duties of the Animal Control Officer classification; candidates must have the abilities to effectively assign, direct and supervise the work of others and be familiar with computers, digital photography and online applications.

Willingness to work an irregular schedule including weekends and holidays.

A valid driver’s license is required at time of appointment. A current DMV driving record must be submitted to the hiring department at time of selection interview.
**SELECTION PROCEDURE:**

**EXAMINATION WEIGHTS:**
Application Packet………………………....Qualifying
Appraisal Interview ………………………. ……100%

A minimum rating of 70 must be attained in the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

Appraisal Interviews will be scheduled after close of recruitment. If you have not received notification by August 28, 2015, contact the Civil Service Department at (562) 570-6202 or email civilservice@longbeach.gov.

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

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**APPLICATIONS MAY BE FILED ONLINE AT:**
https://www.govemmentjobs.com/careers/longbeach

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202
civilservice@longbeach.gov

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**SENIOR ANIMAL CONTROL OFFICER Supplemental Questionnaire**

* 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for the position of Senior Animal Control Officer. Resumes may NOT be submitted in lieu of the required application and supplemental application contained in the application packet. (Do not state, "see resume" in lieu of required responses.) The supplemental questions will serve as the basis of qualifying candidates for admittance into the next phase of the examination. Do you understand the information stated in the "instructions" section above?

☐ Yes  ☐ No

* 2. **EXPERIENCE:** Describe in detail your experience, training, and education working with animals. Please include all your relevant experience for the position of Senior Animal Control Officer.

* 3. **PUBLIC CONTACT:** Describe your education and experience that enabled you to deal tactfully 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.
* 4. **COMPUTER SKILLS**: Describe all your computer usage skills. Include familiarity with digital photography and online applications.

* 5. List any additional knowledge, skills or abilities that would qualify you for the Senior Animal Control Officer position.

6. 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. I understand that if I am offered employment I will be required to qualify a medical examination.

  - [ ] Yes  
  - [ ] No

* Required Question