

**CITY OF FONTANA
ANIMAL SERVICES ASSISTANT**

DEFINITION: Under supervision, enforces city/state ordinances governing licensing and vaccination requirements for animals within the City; work involves considerable personal contact with the general public requiring tact and courtesy in answering inquiries, advising on ordinances, and answering complaints about animals. This position receives direction from higher level police supervisory/management staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Contact animal owners throughout the City by making door-to-door canvasses to locate unlicensed and unvaccinated dogs. Issue warnings to potential violators, and follow up on these warning to ensure compliance; issue citations, file complaints and testify in court as necessary.
- Effectively listen to complaints from the public and advice residents of the proper procedures in the licensing, vaccination, and appropriate treatment of animals.
- Prepare daily activity logs and reports.
- Input and retrieve licensing and vaccination information from the computer system.
- Assist other Animal Services personnel in public contact duties.
- Safely operate City vehicles in the performance of assigned duties.
- Participate at licensing and vaccination programs.
- Effectively operate computer hardware and related software.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of working including the general public.
- Perform any other tasks or functions deemed necessary to the daily operation of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 50 pounds. This position may work in extreme outside weather conditions such as high winds, temperatures, rain, and on slippery and uneven surfaces. The employee may be exposed to dangerous, injured or diseased animals. The employee may be exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals, zoonotic and other communicable diseases.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California driver's license.

Experience: Six months of significant public contact work.

Education: Graduation from an accredited High School or GED is required.