



CLASS SPECIFICATION

8/14/03

ANIMAL LICENSE CANVASSER, 4330

Summary of Duties: Canvasses residences and businesses for valid and current dog and equine licenses. Collects money for license fee payments and issues receipts to animal owners. Verifies current rabies vaccinations and sterilization of dogs in the field. Reconciles and balances daily collections.

Distinguishing Features: Performs door-to-door canvassing throughout the City to enforce City ordinances and State laws on unlicensed and unvaccinated dogs under minimum supervision. This position involves heavy public contact and requires the incumbent to verify that the receipts issued are accurately recorded and balance with the money collected. The nature of the work requires frequent walking, standing, driving, and exercise of caution and considerable tact due to contact with irate citizens and vicious dogs.

Examples of Duties:

- Canvasses residences and businesses enforcing animal license and rabies inoculation ordinances and laws;
- Explains City animal license ordinances and requirements to residents;
- Verifies sterilization records to determine appropriate license fee;
- Collects payment for licenses and issues receipts;
- Issues licenses and tags;
- Maintains records and prepares reports, which could be used in court as legal evidence;
- Disseminates public education materials to City residents;
- Observes and reports suspicious activities involving animals such as staging fights, selling exotic animals, or breeding activities to the appropriate section of the department.

May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: The incumbent must have the following knowledges and abilities:

A Good Knowledge of:

- Laws, ordinances, rules and regulations related to unlicensed animals; and
- Low cost spaying/neutering information.

The Ability to:

- Learn and apply laws, ordinances, rules and regulations related to unlicensed animals;
- Learn and disseminate low cost spaying/neutering information;
- Perform simple arithmetical calculations;
- Work under minimum supervision;
- Understand and follow directions;
- Use independent judgment; and
- Communicate effectively and tactfully in a clear and concise manner with the public.

Minimum Requirements: One year of full-time paid experience as a Vocational Worker, with the Department of Animal Services, canvassing residences and businesses to enforce animal license and rabies inoculation ordinances and laws.

License: A valid California driver's license and a good driving record is required.

Persons with medical limitations may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.