



CAREER OPPORTUNITY: ANIMAL SERVICES OFFICER

Recruitment Timeline

The recruitment will remain open until filled.

Interested applicants are encouraged to apply as soon as possible.

Interviews:

Date(s) to be determined when a viable number of qualified candidates is reached.

Compensation & Benefits

Annual Salary Range:
\$68,729- \$83,554

A summary of benefits can be viewed online:
[Benefits Summary](#)

This position is represented by the City of Fremont Employees' Association (CFEA) Bargaining Unit.

[Apply Here!](#)



The Opportunity

The Fremont Police Department Animal Services is seeking a motivated candidate in providing a caring, humane environment in which to perform animal control duties. The Animal Services Officer must demonstrate the ability to clearly and concisely communicate orally and in writing while comfortably working in a diverse environment. Under general supervision, the Animal Services Officer will perform the following duties:

Field Assignment

- Patrols assigned geographical area of the City.
- Picks up unleashed or dead animals.
- Investigates complaints, animal bites, and reports of animal abuse.
- Quarantines animals.
- Issues warnings and/or citations.
- Gathers information and obtains statements from the public on animals creating nuisances.
- Operates, cleans, and maintains animal control trucks and other animal control equipment.
- Prepares investigative reports.
- Recommends appropriate solutions to animal service requests.
- Other duties as assigned.

Shelter Assignment

- Receives stray and relinquished animals.
- Assesses animal health.
- Euthanizes injured and unclaimed animals.
- Maintains shelter records.
- Receives and responds to customer service requests.
- Provides care to animals housed in the shelter.
- Provides information regarding animal behavior and care.
- Other duties as assigned.

To view a complete list of essential functions, please view the class specification.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources



Minimum Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be:

Education: High school diploma or equivalent.

Experience: One (1) year of experience in the interpretation and enforcement of laws or codes, preferably related to animal control work.

Licenses/Certifications/Special Requirements:

- Possession of Class C California driver's license at the time of appointment.
- Possession of a valid Class C California driver's license.
- Successful completion of PC 832 training by the completion of probation.
- Willingness to work a variety of shifts which include: weekends, holidays, nights and rotating shifts.
- This position may be required to respond to emergency animal services assignments during off-duty hours.
- This position is required to wear a uniform.
- Assignments during off-duty hours, and may be subject to a mandatory on-call rotation.

The Ideal Candidate

The successful candidate will possess the following knowledge, skills and abilities:

Knowledge of: Written and oral communication techniques; public relations; conflict resolution techniques; and common animal types and their normal characteristics and behaviors.

Skill to: Administer injections.

Ability to: Participate as a team member in the work of the Animal Services Division by understanding and implementing assigned duties and responsibilities to support team goals and objectives, working cooperatively with other team members, receiving and sharing information, soliciting input, identifying operational and interpersonal issues, and participating in the development of problem solving solutions; issue citations; learn, read, and interpret State of California laws and City of Fremont ordinances, policies, practices and procedures related to the administration of an animal shelter and animal field services; handle scared, injured, ill and aggressive animals; respond courteously and tactfully to customers in the field and in the shelter; represent the City in cases of violation of animal control laws; and communicate effectively both orally and in writing.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The selection process may include individual and/or panel interviews, personal history questionnaire, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the candidates from this recruitment.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Animal Services Officer position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position of Animal Services Officer. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

2. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- AA degree
- Bachelor's degree or higher

SUPPLEMENTAL QUESTIONNAIRE (Continued)

3. Do you have at least one year of experience in the interpretation and enforcement of laws and codes, specifically related to animal control work? If yes, please describe your work experience, the position(s) you have held and if your experience is in the public and/or private sector. If no, enter "n/a".

4. Have you successfully completed the PC 832 training?

- Yes, I have successfully completed the PC 832 training.
- No, I have not successfully completed the PC 832 training, but I understand that I must complete it by the completion of probation.

5. Are you willing to work weekends, holidays, nights and rotating shifts?

- Yes
- No

6. Are you willing to respond to emergency animal services assignments during off-duty hours?

- Yes
- No

7. Do you possess a valid Class C California Driver's License?

- Yes
- No