

MONTEREY COUNTY HEALTH DEPARTMENT

Our Values

Health Equity • Integrity
Innovation • Respect • Excellence



Our Vision

To create a legacy of
health together



A Drug-Free Workplace
Invites your interest for the position of

ANIMAL CONTROL OFFICER

\$4,164 – \$5,688 per Month

Final Filing Date: 3/23/2025

Exam # 25/34C01/02JH

SUMMARY OF POSITION

Monterey County Health Department's **Animal Services Bureau** is seeking an enthusiastic **Animal Control Officer** to join our team of dedicated professionals to provide compassionate and effective services for the animals of Monterey County. The County of Monterey via the Health Department provides operational oversight for Hitchcock Road Animal Services, which is a Joint Power Agency for the City of Salinas and County of Monterey.

Animal Control Officers (ACO) provide field services that include (but are not limited to) local and state ordinance enforcement and issuance of citations, stray, injured and aggressive animal pick up, animal bite investigation, noise and nuisance complaints, documentation, and public education on responsible pet ownership.

Animal Services, through Hitchcock Road Animal Services, provides field, sheltering and licensing services to the resident of the City of Salinas and County of Monterey. The Bureau operates an Animal Services facility that takes in about 4,000 animals each year.

As of 4/12/2023, the Health Department offers up to a \$10,000 signing bonus to candidates hired into regular full-time positions for this classification from this recruitment.

The Eligible List established by this recruitment process will be used to fill current and future vacancies, both regular and temporary, as they arise.

Examples of Duties:

- Patrols an assigned geographical area of the County and/or City of Salinas and transports animals in a specially equipped County vehicle.
- Respond to and investigates complaints concerning possible violations of animal control laws.
- Captures and impounds stray, injured, unlicensed, vicious or quarantined animals.
- Maintains accurate records, completes forms and writes reports.
- Issues citations for violations of animal control and licensing laws.
- Explains pet owner responsibilities to the public; participates in rabies control programs.
- Properly cares for impounded or quarantined animals; releases animals under appropriate circumstances.
- Properly destroys and/or disposes of animals.
- Serves as dispatcher when so assigned.

To view the complete job description, please visit the Monterey County website: [Animal Control Officer](#)

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Working Knowledge of:

- Methods and techniques used in the capture, control, care, handling and disposal of various breeds of animals.
- State and local laws pertaining to the control and licensing of animals.

Skill and Ability to:

- Establish and maintain effective work relationships with those contacted in the course of work.
- Quickly assess a situation and take appropriate action.
- Exercise tact and good judgment in dealing with the public.
- Prepare clear, complete reports.
- Recognize symptoms of rabies and other animal diseases.
- Follow oral and written instructions.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment is qualifying. An example of a way these requirements might be acquired is:

Experience:

- Approximately one year of experience handling animals and dealing with the public.

CONDITIONS OF EMPLOYMENT:

- Successfully complete a background check to include fingerprinting.
- Possess and maintain a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority.
- Be available to work a flexible schedule, including evenings, weekends, holidays, and during times of disaster and/or emergency.
- Have ability to exercise patience and care in dealing with animals; tolerate animal noise and odor.
- Have ability to exercise tact, self-restraint, judgment and strategy in dealing with a variety of people both friendly and hostile.
- Have ability to tolerate the destructions of animals.
- Ability to lift up to 100 pounds.

BENEFITS:

The County of Monterey offers an excellent benefits package. Please visit our website to view the [Bargaining Unit J Benefit Summary Sheet](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing.

NOTES:

- As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9.
- If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.
- Veterans and their widows/ers who within the past five years have served on active duty for 30 or more days in a 1) national or State military emergency or 2) military expedition for which a medal was authorized, may

be eligible for Veterans' Preference Points. To apply, veterans must submit an "Application for Veterans' Preference" with their application materials by the final filing date.

APPLICATION & SELECTION PROCEDURES

Apply on-line at <https://www.governmentjobs.com/careers/montereycounty>
by the final filing date of Sunday, March 23, 2025 at 11:59 PM (PST)



or

Hard copy applications may be obtained from and submitted during normal business hours,
Monday – Friday, 8:00 AM - 5:00 PM by contacting:
Monterey County Health Department
Attn: Human Resources Division
1270 Natividad Road
Salinas, CA 93906.
Phone: (831) 755-4519 Fax: (831) 796-8682

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- A completed County of Monterey Employment Application
- Responses to the Supplemental Questions

Applicants who fail to provide all required materials by the final filing deadline will not be considered. cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION:

Monterey County is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Jeremy Hathaway, Human Resources Management Analyst I, at (831) 755 – 4749 or hathawayj@countyofmonterey.gov.

Monterey County
SUPPLEMENTAL QUESTIONS
ANIMAL CONTROL OFFICER

If not applying online:

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

SUPPLEMENTAL QUESTIONS:

1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. **A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete.** Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.

I have read and understand these instructions.

2. Please describe your experience, education and/or training the demonstrates your knowledge, skill and ability to respond to and investigate complaints concerning possible violations of animal control laws.
3. Please describe your experience, education and/or training the demonstrates your knowledge, skill and ability to captures and impound stray, injured, unlicensed, vicious or quarantined animals.

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Monterey County is an Equal Opportunity Employer and a Drug-Free Workplace