

ANIMAL LICENSE CANVASSER INFORMATION SHEET

The Animal License Canvasser class is a great opportunity for entry into employment with the City of Los Angeles. The Animal License Canvasser job has many accompanying fringe benefits as well as a good starting salary.

Animal License Canvassers often work independently, canvassing residences and businesses by going door to door to explain and enforce dog and equine license requirements. Animal License Canvassers inspect documents such as certificates of rabies vaccination and certificates of sterility, collect license fee payments and issue receipts and provide information on resources available to animal owners. Animal License Canvassers use a wide range of equipment and technology in the field to research license status, communicate, collect fees and issue spay/neuter vouchers. This position involves heavy public contact and requires the incumbent to verify receipts issued are accurately recorded and balance with the fees collected. Incumbents also disseminate public education materials to City residents.

PHYSICAL NATURE OF WORK

1. Frequent walking, standing and driving;
2. Work outside in all types of weather; and
3. Constant communication with members of the public.

OTHER WORK CONDITIONS

Animal License Canvassers must provide exceptional customer service. This may include tactfully communicating with difficult, irate, or emotional persons. Incumbents must possess the ability to gain and retain knowledge of Laws, Ordinances, rules and regulations pertaining to unlicensed animals. Animal License Canvassers must be available for any assignment to one of the six Animal Services Centers located throughout the City of Los Angeles. Additionally, Animal License Canvassers may be required to work various shifts, weekends and holidays.