

ANIMAL LICENSE CANVASSER (4330)

TASK LIST

1. Drives a City or personal vehicle to travel between residential and business districts in order to enforce dog and equine license requirements.
2. Walks, either individually or as part of a group, from door to door requesting dog and equine licenses and verifying animal health records, including rabies inoculations and sterilization records in order to ensure that community members who own animals are in compliance with City of Los Angeles laws and ordinances applicable to dogs and horses.
3. Orally explains the City of Los Angeles' animal license ordinances and requirements to community members and residents who own animals in order to ensure that they understand their responsibilities as animal owners and ensure the well-being of animals in the City.
4. Reads and interprets sterilization records and may occasionally verify the authenticity of the records by verifying the veterinary information provided by community residents for dogs in order to determine the appropriate license fee as set forth by the City of Los Angeles laws and ordinances, as well as the Department of Animal Services.
5. Collects appropriate amount of payment, either by accepting checks or electronic payments using a mobile debit or credit payment machine in order to process the dog and equine licenses from community residents and issues receipts for payments in order to establish a record showing that there is compliance with applicable laws and ordinances.
6. Issues dog and equine licenses and tags to community residents after all appropriate payments have been made to reflect that the animal owners are in compliance with applicable laws and ordinances and to ensure that animals can be identified upon intake at animal shelters in the event that the animals escape their home.
7. Enters animal and owner information, such as name, phone number, address, and driver's license information into the Animal Management System using a City-issued mobile phone and/or a desktop computer at the field office in order to update departmental animal records and/or write narrative reports, which could be used in court as legal evidence that the animal owner was given information about their violation and steps required to correct it.

8. Disseminates written public education materials, such as pamphlets and/or spay and neuter vouchers using a mobile printer in order to ensure that community members have the information and resources they need to ensure the health of their animals.
9. Issues official notices to community residents in compliance with the Administrative Citation Enforcement Program with the appropriate fine based on the violation committed by the community resident in order to ensure that the City has a record of the violation and payment can be collected.
10. Observes and reports, either verbally or in writing by completing the appropriate departmental form, suspicious activities involving animals such as staging fights, selling exotic animals, or breeding activities to the field supervisor in order to minimize instances of potential animal abuse.
11. Orally communicates with the base station, field supervisor and/or other Animal License Canvassers using a two-way radio by following the rules and regulations applicable to the language as set forth by the Federal Communications Commission.
12. Reconciles payments on a daily basis by submitting all checks and receipts to the designated clerical staff in the base office in order to ensure payments are processed and balanced daily.
13. Testifies at hearings by explaining the canvassing process, violations observed, and the explanation given to the community residents, including the steps required to correct the violation in order to be in compliance with applicable ordinances and laws.
14. Attends and represents the Animal Services Department at special events such as adoptions fairs, animal fairs, or career days and issues spay and neuter vouchers in order to perform outreach, educate and provide resources to the community.