



## CLASS SPECIFICATION

**Class Title:** Community Cat Officer  
**Department:** Animal Care Davis County  
**FLSA:** Non-exempt

**Class Code:** 6677  
**Grade:** 16  
**Eff. Date:** 02/09/2026

### GENERAL PURPOSE

Under general supervision of the Field Services Supervisor, performs working level duties in managing community cat regulations and enforcing animal control ordinances and regulations.

### EXAMPLE OF DUTIES

Plans and executes Trap-Neuter-Return (TNR) programs for managing feral cat populations. Tracks data on cat populations to assess and improve TNR program effectiveness.

Collaborates with residents to raise awareness about community cat issues and TNR programs. Addresses community concerns regarding cats and mediates disputes for peaceful coexistence. Provides training and resources for volunteers renting traps to assist with TNR and community cat efforts.

Maintains proficiency in Utah State Code regarding community cats. Educates the public about laws related to outdoor cats.

Establishes partnerships with veterinary clinics and rescue organizations to improve cat management efforts.

Responds to inquiries about working cats by selecting suitable candidates and offers guidance for their acclimation to new environments.

Ensures all necessary paperwork is accurately documented before and after surgery appointments.

Patrols geographic areas of county to ensure protection of citizens and animals; issues citations for violations of animal control codes and regulations; responds to traffic accidents involving animals.

Captures and impounds stray animals of all varieties. Attempts to locate owners; explains ordinances and assists with issues resolution.

Investigates animal bite cases, animal attacks, fights and arranges for proper care, quarantine and/or observation of the animal.

Performs field inspections of proper animal care for kennel permits.

Euthanizes animals when necessary or directed, prepares a specimen for the State Board of Health for rabies testing.

Prepares cases for court and appears in court as needed. Cooperates with other public safety and government agencies to resolve identified challenges.

Maintains accurate logs, records, documents, and reports of all complaints and violations.

Maintains assigned vehicle in a clean and sanitary condition and reports vehicle issues right away.

Responsible for the maintenance of the uniform, tools, and equipment (tranquilizers, control stick, dog/cat kennels, stretcher, dart gun, Taser, etc.) while following all job site safety regulations.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduate or equivalent, plus two (2) years of experience in a veterinarian hospital, animal shelter, public safety in state or local government.

**2. Special Qualifications:**

Certified through National Animal Care and Control as an Animal Control Officer Basic I.

Must pass a criminal history background investigation as required by the position.

**3. Necessary Knowledge, Skills and Abilities:**

**Working knowledge of:** animal control enforcement practices, procedures, laws and regulations; animal behavior; investigative methods and procedures.

**Skill in:** the use of tranquilizer guns and other tools and equipment specific to animal control functions; safe and humane animal handling; using all applicable computer hardware and software.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**Ability to:** understand and interpret animal related laws and regulations; exercise sound independent judgement consistent with policies, procedures, and practices; maintain confidentiality; communicate effectively (orally and in writing); be a team player; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

### **WORKING CONDITIONS**

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Presents a professional appearance to the public at all times.



## CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***