



CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES

**ANIMAL LICENSE CANVASSER (4330)
SPECIAL OPERATION'S LICENSING TEAM
PART-TIME "AS NEEDED"**

The City of Los Angeles, Department of Animal Services is recruiting for "as-needed" part-time Animal License Canvassers. A part-time Animal License Canvasser walks in residential and business districts enforcing animal license ordinances; collecting money for license fee payments and issuing receipts to animal owners; verifying current rabies vaccinations and sterilization of dogs in the field; and reconciling and balancing daily collections. Animal License Canvassers may also issue official notices. Successful candidates must be able to walk long distances, handle large volumes of work and provide excellent customer service.

DUTIES

The duties of this position may include, but are not limited to:

- Canvassing residences and businesses enforcing animal license ordinances;
- Driving a personal vehicle during the course of employment;
- Verifying rabies vaccinations;
- Verifying sterilization records to determine appropriate license fee;
- Collecting payment for licenses and issuing receipts;
- Maintaining records and preparing reports that could be used in court as legal evidence;
- Disseminating public education materials to City residents;
- Observing and reporting suspicious activities involving animal related concerns, such as inhumane treatment, animal fighting, breeding activities, exotic animals, etc., to the appropriate section of the Department; and
- Performing other duties as required.

QUALIFICATIONS

- A valid California's driver's license and a good driving record. Applicants may be disqualified and not eligible for hire if within the past 36 months they have been convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months;
- Ability to interpret and communicate Department policies and procedures and Municipal codes;
- Ability to clearly explain laws relating to licensing animals and the spay/neuter ordinance;
- Possess good writing skills and ability to communicate in writing clearly and legibly;
- Excellent communication and public speaking skills;
- Ability to use standard office equipment, such as a personal computer and perform data entry;
- Self-starter, self-motivated;
- Demonstrates a competent work history and attendance record in good standing;
- Ability to perform simple math calculations;
- Ability to work under minimum supervision;

- Ability to understand and follow directions;
- Ability to make good decisions;
- Ability to communicate effectively and tactfully in a clear and concise manner with the public;
- Must be able to work with, handle and be around animals without hindrances or barriers;
- Must be able to work in an enclosed office environment with other staff; and
- Must possess a “Can-Do” attitude.

MILEAGE RATE AND MINIMUM VEHICLE INSURANCE REQUIREMENTS

- 54 cents reimbursed per mile for business miles driven;
- \$25,000 in the case of injury to or death of one person;
- \$50,000 per accident/incident; and
- \$5,000 of property damage, in an accident.

SALARY

\$15.14 per hour; no medical/dental benefits; and employees will work approximately 20 hours per week.

SELECTION PROCESS

<u>Examination</u>	<u>Weights</u>
Written Exercise.....	Advisory
Math Performance Test.....	Advisory
Interview.....	100%

The examination will consist of three parts: 1) an oral interview and 2) a written exercise and 3) math performance test to determine the candidates whose qualifications best fit the duties and responsibilities of the position. The results of the written exercise and math performance test will be evaluated in the interview. The final interview score will account for 100% of the total score.

HOW TO APPLY

Submit a City application for employment with an original signature by mail:

Personnel Department – Liaison Services Bureau
 200 North Spring Street, Room 1805
 Los Angeles, CA 90012
Attn: Daniel Powell

Open until sufficient applications are received.

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

NOTE: At the time of the interview, all candidates must possess and present a valid Class C Driver’s License, and an original driving history that is issued by the California Department of Motor Vehicles no greater than 30 days prior to the interview.

The City of Los Angeles is an Equal Employment Opportunity Employer

