



City of Bothell™

CITY OF BOTHELL
 Established Date: Nov 1, 2010
 Revision Date: Mar 2, 2018

Animal Control Officer

Class Code:
13066

Bargaining Unit: AFSCME, Local 3845

SALARY RANGE

\$26.21 - \$33.32 Hourly
 \$4,543.00 - \$5,776.00 Monthly
 \$54,516.00 - \$69,312.00 Annually

POSITION DESCRIPTION:

Under general supervision, picks up and transports stray and domesticated animals to regional animal shelters; responds to animal complaints; assuring compliance with licensing requirements; performs a variety of administrative duties associated with enforcing City regulations and ordinances governing animal control; performs other tasks to support Police operations.

EXAMPLES OF ESSENTIAL DUTIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Works independently under general supervision, and responds to complaints from the public regarding barking dogs, stray, sick, injured, and mistreated domestic animals; may work with wildlife and livestock.
- Captures and transports domesticated animals to appropriate facilities for care.
- Prepares and maintains a variety of files; prepares reports and maintains records of pet licenses and citations issued, contacts made, and follow-ups required.
- Issues pet licenses in the office or in the field; accounts for funds received and documents processed.
- Responds to, investigates, and resolves complaints and reported problems related to animal control.
- Incumbent may also be required to deal appropriately with dangerous dogs and issue citations to the owners of any animals that are in violation of local or State law; prepares case reports and testifies in court as required.
- Operates and maintains an animal control vehicle; utilizes a variety of animal control devices and equipment including leash, muzzle, traps, and radio.
- Cleans and maintains animal control cages and traps utilized to detain animals.
- Removes deceased animals from roads, private property, and other locations.
- Attends meetings and public gatherings to provide community education and information relating to the City's animal control program.
- Presents and maintains a positive and professional image of the police department.
- May be assigned to irregular work shifts including evening, weekend and holiday shift assignments.
- May assist the Evidence and Property Room Coordinator with various tasks as needed.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues, client records, and City information; monitors staff compliance to security procedures and privacy laws, policies, and guidelines; performs related duties as required or assigned.
- Appears in court and hearings to present evidence, facts, details of circumstances, and otherwise provide testimony related to incidents and cases.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

High school diploma or GED equivalent; must be at least 21 years of age; work (2) years of previous law

enforcement experience or experience working with animals is desirable; OR an equivalent combination of education, training, and experience. Must be able to successfully complete a thorough background investigation and the training program prescribed by the Department.

Knowledge of:

- City policies and procedures.
- Basic functions, procedures, and policies of the Police Department.
- Animal control regulations, techniques, and enforcement.
- Principles of record keeping, case files, and records management.
- Methods, equipment, and materials used in capturing and transporting domestic animals.
- Various breeds of dogs, cats, and other wild or domestic animals.
- Various types of animal behavior.
- Occupational hazards and safety precautions.
- Geography, roads, and landmarks of City and surrounding areas.
- First aid and CPR procedures and practices.

Skilled in:

- Dealing tactfully, courteously, and firmly with the public.
- Capturing, handling, and transporting domestic animals.
- Defending against physical attacks from persons or animals.
- Thinking and acting quickly in emergency situations.
- Responding to calls and complaints regarding animals in the community.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.
- Maintain records and prepare clear and concise reports.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid Washington State Driver's License.

ADDITIONAL INFORMATION:**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed both in the field in all weather conditions and in a standard office environment. May be exposed to hazardous driving conditions, situations involving human conflict and verbal abuse, animal bites, hazardous chemicals, and physical exertion on occasion. Must be able to lift objects weighing up to 60 pounds and pull objects weighing up to 100 pounds a distance of 50 feet.

CLASSIFICATION SPECIFIC INFORMATION:

Pay Range: AFSCME 11
FLSA Status: Non-Exempt
Benefits Group: AFSCME