

# **ANIMAL CONTROL OFFICER**

## **JOB PURPOSE AND SUMMARY**

On a routine basis, or as assigned, enforces state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals. Tasks and responsibilities include responding to reports of vicious animals, animal cruelty, animal pick-up and confinement, responding to property damage complaints, inspection of containment facilities, preparing reports, representing the County at public hearings, testifying in court, and performing euthanasia. The bulk of the work is performed in the field driving a department vehicle and responding to reported violations or area of need.

## **CLASSIFICATION DISTINCTIONS**

This is the journey level within the animal control officer job family. Incumbents report to a Lead Officer and/or the Animal Control Manager and perform the full range of animal control services and functions. Most work is performed in the field with considerable independence within the limits of current regulations, laws, codes, policies and accepted procedures. Work is generally not reviewed except when written documentation of events or issues is required, or when complaints or issues are of such a nature that supervisor's presence is required. Positions of this class do not exercise supervision over other staff.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Performs a variety of animal control functions, including:
  - apprehension, control and confinement of loose, unlicensed, injured, abandoned or dangerous animals - both domestic animals and livestock
  - investigation of reports of animal cruelty and vicious animals
  - enforcement of animal control ordinances, including issuing notices of violations and warnings
  - pick up of dead animals
  - euthanization of animals
- Responds to citizen calls for service, complaints and requests from others agencies; explains laws, policies and procedures
- Mediates and helps to resolve conflicts between parties involving animal control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.
- Represents Health District in issues regarding bites and possible rabies infection.
- Inspects and licenses kennels within Clark County jurisdiction.

## Clark County, Washington

- Make periodic oral presentations to schools and various groups in educating the public on animal control issues.
- Issues notices of violations; issues hearings notices; acts as process server; testifies at hearings.
- Prepares written and oral reports involving contested cases; creates, monitors and maintains case files, which will require basic English, grammar, punctuation, report and letter compilation skills using office equipment, including a computer or word processor.
- Assists Police, City Attorney's Office, Prosecuting Attorney's Office and Sheriff's Office as required in cases or issues involving animals.
- Operates Animal Control vehicle; performs routine minor maintenance.

### **QUALIFICATIONS**

High school diploma or GED and two years experience in an animal welfare or control environment, including a humane society, veterinary office or kennel. Additional training or course work in veterinary science, law enforcement and/or experience with animals such as farming or ranching will be considered toward meeting the above requirement. Experience involving intensive public contact is desirable. Possession of or ability to obtain a Washington drivers license and evidence of prior safe driving record required. Attendance at the Animal Control Officer Academy sponsored by the Washington Animal Control Association required within two years of hire date.

**Knowledge of:** county roads and locations; animal control ordinances and related RCW's; department policies and procedures; animal identification, behavior and control methods and techniques; and traffic and safety laws; legal process, enforcement of codes, laws and regulations pertaining to animal welfare; conflict management and resolution techniques; governmental regulations, policies and procedures; principles and practice of communications.

**Ability to:** be on call for weekend and emergency assistance calls; understand, apply and explain applicable laws, codes, ordinances and procedures clearly and accurately both verbally and in writing; develop and maintain effective working relationships with associates; exercise judgment, tact and courtesy in sensitive or controversial situations; maintain composure and act quickly and effectively in an emergency; be comfortable with and participate in the euthanization of animals; safely operate and maintain a light truck; prepare reports and other documentation of activities; establish and maintain effective working relationships with staff, other departments, agencies and the public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents perform the majority of assigned work outdoors in all weather conditions and hazardous driving conditions. In addition, the position requires exposure to highly unpleasant and disagreeable circumstances including cruelty to animals, animal remains, injured or dangerous animals, unclean conditions and animal feces. The work also involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and some potential for violence.

Physical requirements of the job include the ability to run, maneuver quickly and apply physical strength in the apprehensive, control and containment of animals and livestock; lift and move 5 pound to 50 pound animals on a routine basis and lift live and dead weight up to 100 pounds without assistance.

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