Animal Control Officer

CITY OF SUMNER
Revision Date: May 13, 2021

Class Code: 5221

Bargaining Unit: Sumner Police Guild -
Non-Commissioned Employees

SALARY RANGE
$5,086.00 - $6,221.00 Monthly
$61,032.00 - $74,652.00 Annually

DESCRIPTION:
The Animal Control Officer is a full-time, Fair Labor Standards Act non-exempt position. The Animal Control Shelter operates six days a week; the regular work schedule for this position includes shift work that may include weekends, call-outs and hours other than 8am to 5pm. Attendance at evening meetings or other off-duty events may be necessary. The incumbent in this position is a Civil Service employee. This position is eligible for representation through the Sumner Police Guild representing Special Commissioned and Non-Commissioned Employees.

General Purpose
Provides basic animal control services for the City of Sumner and other municipalities, which may have existing or future agreements with the City of Sumner for animal control services.

Supervision Received
This position reports to the Animal Control Supervisor.

Supervision Responsibilities
Periodic supervision of other functional areas may be required.
EXAMPLES OF DUTIES:
The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Primary responsibilities include:

• Acquires information concerning animal control law violations, takes action, causes action to be taken, or relays information to the proper authority.
• Provides general animal control services and shelter operations with a minimum amount of direct supervision and with the exercise of independent judgment.
• Assists in prosecution or release to the proper agency of all persons cited or arrested in the course of animal control duties.
• Prepares case reports and testifies in court.
• Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the Department and to establish favorable public relations.
• Safely and legally operates city vehicles necessary to support mission requirements.
• Enforces laws and ordinances by catching and impounding unlicensed animals and animals running at large.
• Issues citations, infractions or warnings as appropriate.
• Proactively patrols and reacts to citizen complaints regarding domestic animals.
• Performs rescues, removals, disposal, and adoption of animals.
• Maintains care and feeding of animals at one or more control shelters.
• Coordinates animal disposal, treatment, or other matters pertaining to animal control.
• Sells and maintains municipal licenses and animal tags.
• Performs essential accounting functions to properly account for monies received at the shelter.
• Removes injured and dead animals (domestic and small wild) from municipal roadways and properly disposes of the remains.
• Promotes and conducts public relations programs, works customer counter and kennel operations, oversees volunteer activities, and performs the duties of the Animal Control Supervisor in his/her absence.
• Rinses, scrubs and disinfects animal cages and outdoor runs, hallways, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment and facilities, scrubs interior of animal-holding refrigerator after animal carcasses have been removed, cleans and disinfects animal bedding.
• Performs other duties as assigned.
QUALIFICATIONS:

**Education and Experience**

- Education equivalent to completion of the twelfth grade.
- Must be at least 21 years of age and eligible to work in the United States.
- Previous animal control experience is highly desired.

**Special Requirements**

- Must hold a valid Washington State driver's license with driving record free from serious or frequent violations.
- Must pass a thorough police background check.
- Must attain successful completion of training requirements prescribed by the Department.

**Desired Knowledge, Skills and Abilities**

**Knowledge of:**

- Modern office practices and procedures.
- Oral and written communication skills.
- Knowledge of general principles and accepted practices and procedures associated with municipal animal control operations.
- Operation of computer software such as Excel and Word.
- Applicable policies and procedures related to the Police Department.
- Effective, modern methods of animal control and violator identification.

**Ability to:**

- Operate animal control vehicles.
- Handle wild and domestic animals with available equipment.
- Provide care and upkeep of animal control shelters and animals, to prioritize assignments, and to work independently.
- Prepare and maintain accurate records, files, and other information required for mission accomplishment.
- Establish and maintain effective working relationships with co-workers, other organizations, and general public.
- Understand and execute moderately complex oral or written directions and to prepare clear and comprehensive written reports and records.
- Maintain confidentiality of information and restrict the use of such information to work duties.
- Address violators in a firm, courteous manner in order to develop public respect and confidence in the officer and the Department.
- Obtain facts of a case and interview and interrogate effectively.
- Ability and willingness to humanely euthanize animals.
- Defend against physical attacks from persons or animals.
- Maintain reliable and dependable attendance.
- Contribute to the City’s Mission, Vision and Values.
SUPPLEMENTAL INFORMATION:
Selection Guidelines:
Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.
Background checks will include:

- **Prior Employment Verification**: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past three employers or the previous five years, whichever comes first.
- **Personal and Professional References**: calls will be placed to individuals listed as references by the applicant.
- **Employment Eligibility Verification**: Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.
- **Educational Verification**: confirms the applicant's claimed educational institution, including the years attended and the degree/ diploma received.
- **Criminal History**: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records**: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History**: confirms candidate's credit history. This search will be run for positions that involve management of City of Sumner funds and/or handling of cash or credit cards.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
**PHYSICAL REQUIREMENTS:**

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Description of Work Environment:
Work is performed in a moderately noisy indoor office environment as well as outdoors, often in inclement weather. May be vulnerable to dangerous animals and/or diseases associated with impounding same. May be exposed to hazardous materials, such as body fluids and/or chemicals.

<table>
<thead>
<tr>
<th>Amount of Time Spent:</th>
<th>Seldom (1-10%)</th>
<th>Occasional (10-30%)</th>
<th>Frequent (30-70%)</th>
<th>Constant (Over 70%)</th>
<th>Non-Applicable</th>
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<td>Sitting</td>
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<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Running</td>
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<tr>
<td>Driving</td>
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<td>Talking/Hearing</td>
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<td>Lifting (&lt;10 lbs)</td>
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<td>Lifting (&lt;25 lbs)</td>
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<td>Lifting (25&gt;50 lbs)</td>
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<td>Lifting (50&gt;100 lbs)</td>
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<td>Carrying (&lt;10 lbs)</td>
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<td>Pushing/Pulling</td>
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<td>Climbing Stairs</td>
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<td>Limbing Ladders</td>
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<tr>
<td>Bending at Waist</td>
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<td>Twisting at Waist</td>
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<td>Kneeling/Squatting</td>
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<td>Crawling</td>
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<td>Reaching above Shoulder</td>
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<td>Repetitive Arm/Hand Movement</td>
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<td>Tasting/Smelling</td>
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<td>Using Finger, Handle or Feel</td>
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