

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ANIMAL CONTROL OFFICER**

Spec No. 4002

### **BASIC FUNCTION**

Investigate animal related complaints and enforce state laws and county ordinances pertaining to animals.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Investigates animal complaints received from the public and/or other agencies regarding leash law violations, dog bites/attacks, nuisance animals, vicious animals, barking dogs, livestock at large and unlicensed dogs and/or cats.
2. Captures and impounds stray, injured and abused animals.
3. Conducts inspections of private and commercial kennels, grooming parlors and pet shops.
4. Conducts animal welfare checks associated with active cases under direction of Senior Animal Control Officers.
5. Seizes and secures animals for law enforcement officers as required.
6. Educates animal owners about responsible pet ownership and county and state animal laws.
7. Issues civil violation notices and/or citations and refers criminal investigations to the Prosecuting Attorney's Office for charging decisions.
8. Assists Senior Animal Control Officers with the extraction of animals from environments in which they are abandoned or kept in cruel and inhumane conditions.
9. Assists Senior Animal Control Officers with search and seizure warrants.
10. Provides testimony in court and/or before the Hearing Examiner.
11. Performs related job duties as required.

### **MINIMUM QUALIFICATIONS**

One (1) year experience providing service to the public, experience working with animals and experience in using conflict resolution skills; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job-related tests.

### **PREFERRED QUALIFICATIONS**

Previous experience as an animal control officer or law enforcement officer.

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### SPECIAL REQUIREMENTS

Pre-employment examinations include a complete background investigation, fingerprinting, criminal record check, polygraph, a psychological evaluation, and physical capabilities test.

Proficiency access testing of the county's emergency dispatch system and be certified through the Criminal Justice Information Service within one month of hire date.

Graduation from the Basic Law Enforcement Reserve Academy and the Washington Animal Control Academy contingent on funding and schedule.

Successful completion of Animal Control Officer's Field Training.

Field proficiency testing with animal control vehicles within six (6) months of employment.

Washington State Driver's License, unrestricted except as to vision.

Department issued uniform and related safety equipment must be worn while on duty.

Qualify with a firearm and carry firearm while on field duty.

Lift and carry up to 100 pounds.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- customer service practices and techniques
- basic animal husbandry and livestock handling
- interview practices and techniques
- conflict resolution/de-escalation techniques
- report writing basics
- case management practices
- time management basics
- Microsoft Office applications

Ability to:

- understand and enforce applicable state and local laws, county codes and regulations pertaining to animals
- follow written Standard Operating Procedures
- apply knowledge of laws and ordinances to field situations
- operate a specialized vehicle on public roads including towing and backing of livestock trailers
- handle animals in a humane manner

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### KNOWLEDGE AND ABILITIES (Continued)

- recognize signs of illness or injury in animals
- restrain, capture, and control large and small animals
- communicate effectively both verbally and in writing with diverse individuals
- participate in continuous improvement activities within the division/office
- gain cooperation of the public under stressful situations using tact and diplomacy
- maintain composure and exercise sound judgment under hostile, dangerous and/or stressful conditions
- maintain accurate, well written and organized case reports
- work effectively independently, as a partner or in a team environment and be self-motivated
- establish and maintain effective working relationships with Auditor's Office and Sheriff's Office personnel, other agencies, and the general public

### SUPERVISION

Employees in this classification receive direction from the Animal Services Manager and the Lead Animal Control Officer.

### WORKING CONDITIONS

The majority of the work is performed outdoors in all types of weather and environmental conditions. The work may involve interaction with intimidating or hostile individuals where personal safety may be at an elevated risk. Employees may be exposed to various communicable, bacterial and/or viral zoonotic diseases, odors, animal blood, feces, urine, fleas, ticks, and mites. Employees are required to wear and work in personal protective equipment when working in conditions where air contaminants and/or other physical hazards are present. Employees must qualify in the use of air-purifying respirators. Employees are required to work overtime, evenings, weekends and holidays as necessary and are required to participate in on call duty on a rotating schedule. Out of state travel may be required for training.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1992 as Animal Control Services Officer

Revised: September 1998, November 2001, November 2004, January 2008, September 2010, April 2017

Revised & Retitled: December 2006, Animal Control Services Enforcement Officer, June 2013, Animal Control Services Officer, March 2018 from Animal Control Services Officer

EEO Category: 4 - Protective Services Worker

Pay Grade: 237 - Classified Pay Plan

Workers Comp: 1501 Hazardous