



## MASON COUNTY CIVIL SERVICE COMMISSION POSITION DESCRIPTION

<b>Title:</b> Animal Control Officer		<b>Department:</b> Sheriff's Office
<b>Affiliation:</b> IWA		<b>Reports to:</b> Division Chief or Designee
<b>Salary Range:</b> According to the current Collective Bargaining Agreement		<b>Supervises/Directs:</b> None
<b>Risk Class:</b> 1501-00	<b>Job Class:</b> 3016	<b>Exempt</b> __ <b>Non Exempt</b> <u>X</u>
<b>Civil Service Commission Approval Date:</b> 11/15/2018		<b>Elected Official/Human Resources Approval Date:</b> 11/15/2018

A limited commissioned employee of the Mason County Sheriff's Office whose primary duties are to investigate animal complaints generated by citizens within the Mason County Sheriff's Office jurisdiction.

### **General Tasks:**

Investigation of complaints, evidence gathering, taking photographs and statements, issuing citations if necessary, compiling related reports and appearing in court to present information when appropriate. Documentation of resolution of complaints. Pick up of injured and abandoned animals and those animals impounded by the Sheriff's Office. Participation in euthanasia as required. Perform other duties as assigned that may not be directly related to the functions of animal control.

### **Illustrative Tasks:** Including, but not limited to:

The Animal Control Officer will be responsible for investigating and resolving citizen's complaints relative to, but not limited to, animal nuisances, violations of State laws and local ordinances, inhumane treatment, property damage, animal bites to humans and related animal control problems/concerns. Complaints may vary and include many different types and species of animals.

Duties may include patrol of assigned areas and enforcement of animal related state laws and local ordinances, dissemination of information regarding statutory requirements to animal owners, issuing of warnings, preparation of case investigation reports, as well as impounding animals when required. Regular, reliable and punctual attendance. Perform the physical requirements of the position; work within the established working conditions of the position.

### **Required Knowledge, Skills and Abilities:**

The Animal Control Officer must become familiar with current local ordinances and the Revised Code of Washington regulations concerning animals and agency policy and must have the ability to communicate these regulations politely and clearly to the general public. Must be accurate in recording of daily activity, to include all stops and public contacts via an officer's notebook. Must greet the public and answer the phone appropriately when at the Sheriff's Office, taking and retrieving messages, providing pertinent information and assistance in whatever process is needed. Needs sufficient command of the in-house computer system to enter animal data and enter, update and search complaint records. Must observe Mason County Sheriff's Office Policies and Procedures relating to the safe and official operation of county vehicles and promptly report all accidents and any citizen issues having to do with the discharge of assigned duties to the appropriate person.

Knowledge of animal behavior, health and care as applied to domestic animals and livestock. Knowledge of animal environment management, methods and procedures. Knowledge of local and state statues as applied to animal issues. Knowledge of law enforcement protocol, court process, animal cruelty investigation and documentation techniques. Knowledge of local geography and demographics. Knowledge and care of assigned equipment.

Ability to maintain accurate records. Communicate complex and/or sensitive information in diplomatic fashion and present a positive image of county services both verbally and in writing. Coordinate and prioritize a number of activities under stressful and busy conditions. Establish and maintain effective working relationships with co-workers, volunteers, and the public, and show willingness to be of service and be open to resolving the situation at hand.

**Applicant Qualifications:**

US citizenship, 21 years of age, valid Washington State driver's license, GED or high school diploma, no felony convictions, be free from any physical conditions which might adversely affect performance of duties, and pass written and/or oral Civil Service examination. Subject to background investigation and polygraph and psychological tests. Prior law enforcement experience preferred.

**REQUIRED TRAINING FOR THIS POSITION:**

Sexual Harassment & Discrimination – Annually

Blood Bourne Pathogens – Annually

Smart Risk Management – Once

Slip, Trip and Fall – Annually

Safe Lifting Practices – Annually

FEMA IS 100.c and 700.b All employee's-Once

**REGULAR MONITORED DRIVER: X Yes        No**

**DEFENSIVE DRIVING- ALL ANNUALLY:**

Basics

R is for Reverse

Intersections

Reduce Winter Weather Accidents

General Auto Risk Program for Drivers

**Additional job specific trainings may be issued at a later date.**

**Civil Service Commission Signature of Approval:**

  
\_\_\_\_\_

Date: 11/15/18

  
\_\_\_\_\_

Date: 11/15/18

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Elected Official / Human Resources Signature of Approval:

Meghan Andrew

Date: 11/19/2018

I have read and understand the above position description:

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_