



## ANIMAL CONTROL OFFICER

**Department:** Sheriff  
**Job Class #:** 483900  
**Pay Range:** General 19

**FLSA:** Non-Exempt  
**Represented:** Yes  
**CSC Approved:** 9/13/11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is journey-level work conducting a full range of animal care and control services and functions. Work is performed primarily in the field with considerable independence of functioning within the limits of regulations, laws, codes, policies and accepted procedures. Incumbents enforce state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals.

### **ESSENTIAL FUNCTIONS:**

- Apprehend, control and transport to confinement loose, unlicensed, injured, abandoned or dangerous animals, both domestic animals and livestock.
- Investigate reports of animal cruelty and vicious animals.
- Enforce animal care and control ordinances, including issuing citations and warnings.
- Respond to citizen calls for service, complaints and requests from other agencies.
- Explain laws, policies and procedures to the general public.
- Assist in resolving conflicts between parties involving animal care and 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.
- Complete bite reports for the Tacoma-Pierce County Health Department.
- Inspect kennels within Pierce County.
- Issue notices of violations; issue hearing notices; act as process server; testify at hearings and in court.
- Prepare written and verbal reports involving animal care and control cases.
- Create, monitor and maintain case files.
- Assist Prosecuting Attorneys as required in cases or issues involving animal care and control.
- Operate Animal Control vehicles; perform routine minor vehicle maintenance.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** Animal Control Officer work is performed under limited supervision. Employee is expected to work independently to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. Work may be reviewed in progress or upon completion by a lead worker and/or supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. The classification may be assigned to lead and train other employees. This classification does not have supervisory authority.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to callbacks. Out of state travel may be required to attend external training and conferences.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The Animal Control Officer has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. The ability to apply physical strength in the apprehension, control and containment of animals is required. Ability to drive a County vehicle, including cars, trucks or vans is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Basic principles of public relations.
- Principles, practices and associated terminology of the criminal justice system.
- RCWs, WACs, and County ordinance as they apply to animal control.
- County roads, geographic locations and physical addresses.
- Animal identification, behavior and control methods and techniques.
- Traffic and safety laws.

**Skill in:**

- Keyboard and computer use for operating required automated systems and processing associated paperwork.
- Public speaking.

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**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

**Ability to:**

- Obtain information through interview and observation.
- Represent Pierce County in the community in a manner that is consistent with Pierce County's policies.
- Understand and follow written and verbal instructions.
- Dictate and/or prepare clear and comprehensive written reports and other required documentation.
- Deal tactfully and courteously with the public.
- Use independent judgment in making appropriate decisions.
- Establish and maintain effective, productive and cooperative working relationships, both inter- and intra-departmental and with other agencies and jurisdictions.
- Effectively manage work time and work independently with minimal supervision.
- Prepare complex documents.
- Operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations.
- Make presentations to the public and to community groups.
- Work effectively as a member of a team.
- Work a flexible schedule, which may include evenings, weekends or overtime
- Apply and explain applicable laws, codes and ordinances and procedures.
- Exercise judgment, tact and courtesy in sensitive or controversial situations.
- Maintain composure and act quickly and effectively in an emergency.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** A high school diploma or GED is required to apply. Animal handling experience is desirable. United States citizenship and the ability to read and write the English language as required by RCW 41.14.100 is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position. Successful completion of the Animal Control Officer Academy is required as a condition of continued employment.