



Animal Control Deputy

Class code: 146

Employee Group: SEIU

FLSA: Non-Exempt

Salary Range: 16

I. Position Summary

Under general supervision, to serve as a sworn Animal Control Officer; to enforce county and state laws and regulations related to the control of dogs, the humane care and treatment of animals, and the control of rabies; to investigate violation complaints and to educate the public on animal control and welfare requirements.

II. Distinguishing Features

This is a journey level class. Employees in this classification serve as a representative of Jackson County while working within a framework of well-defined policies, procedures, laws, and ordinances. This class is responsible for enforcing applicable regulations in a civilian capacity and with limited peace officer authority in the area of animal control and protection. This job class requires technical knowledge and skills that pertain to animal regulation, case investigations, and safe animal handling. Must have the ability to assess an emergency situation, exercise independent judgment in making decisions within established parameters, and implement effective solutions.

III. Examples of Essential Position Duties

- Responds to calls for assistance and service in accordance with County and department policies and procedures pertaining to animal regulations, animal bites to humans, rabies control and other related issues.
- Captures and transports companion animals to the shelter or other approved locations; aids in locating owners and provide information concerning procedures for reclaiming animals.
- Captures or picks up injured animals and transports to veterinarian for treatment; picks up dead animals from veterinary offices and from the road for approved method of disposal.
- Investigates a variety of complaints regarding animal related County code violations and violations of state law pertaining to humane treatment of animals.
- Assists with the preparation and serving of search warrants; assists law enforcement agencies and the district attorney's office in preparing documentation for the prosecution of serious violations; testifies in court as required.
- Mediates disputes between animal owners and neighbors.
- Prepares accurate handwritten and typed daily case logs and statistical reports of work activities.
- Gathers factual information during investigations by interviewing and obtaining the statements from animal owners, victims, witnesses, and confidential informers. Prepares investigative and other reports, including sketches and photographs.
- Prepares legal documents for presentation before a hearings officer. Represents the County during hearings as a code enforcement officer.
- Conducts patrol checks of assigned areas; impounds animals when necessary; issues citations.
- Assists in processing animals for adoption, redemption.
- Humanely euthanizes animals in the prescribed manner.
- Responds to questions from the public concerning animal control policies and procedures.
- Performs routine cleaning and maintenance of animal control vehicles, cages and pens.

- Feeds and waters animals housed in the shelter.
- Answers telephones; locks the facility.
- Picks up supplies and animal care items donated to the shelter.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires a high level of knowledge pertaining to dog and cat breeds and behavior as well as other animal breeds and their temperament. Requires the ability to read animals and act quickly in the proper use of catch and restraint devices; use safe techniques for lifting, loading, and containing large, heavy animals; read and follow maps; learn and apply state and local animal control guidelines, policies and procedures; learn and use radio codes and communication systems; use and maintain safety and protective devices such as OC spray and bite stick; safely operate a County vehicle with obstructed views; understand and carry out both oral and written directions; humanely euthanize animals as required; communicate effectively, both orally and in writing; use appropriate spelling and grammar; prepare clear and concise reports and records; use a camera in the collection of evidence; use a computer and other small tools and equipment in the performance of duties; maintain and use a first aid kit for the treatment of minor injuries; use simple arithmetic to correctly calculate fees and charges and make change; interpret and explain department policies and procedures; and, work weekends and varied shifts.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND two years of related experience OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record. Must pass a background check investigation. Minimum age of 21 is preferred.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to think and act quickly in emergencies; effectively deal with personal danger; exert moderate to extensive amount of physical effort involving stooping, crouching, climbing and lifting; must maintain effective audio-visual discrimination and perception needed for making observations and communicating with others; requires sufficient hand/eye coordination and dexterity in

the use of fingers, limbs or body to perform semi-skilled repetitive movements such as data entry and/or use of other office equipment or supplies; must be able to perceive forms and colors; requires the ability to operate motor vehicles. Tasks involve frequent walking over rugged terrain and on steep slopes, standing, lifting and carrying objects up to 50 pounds and some climbing. Tasks are regularly performed outdoors with exposure to adverse environmental conditions such as heat, cold, wetness, dust, odors, and vehicular exhaust fumes. Must be able to work in areas populated with noxious plants and wildlife.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, paint and traffic hazards. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/97
Revised: 3/11