

**SENIOR ANIMAL CONTROL DEPUTY**

**Class Code: 166**

**Range: E/18**

**Definition:** Under general supervision, to coordinate and perform duties associated with the enforcement of county and state regulations related to the treatment of animals and the control of rabies; to investigate violations and inform the public of state and local animal control and welfare requirements and to assist in providing for the humane care of shelter animals.

**Distinguishing Features:** The Senior Animal Control Deputy is an advanced journey level class in the Animal Control Deputy series. Incumbents perform the full range of journey level duties, possess technical expertise and perform specialized duties in a highly independent manner. Positions at this level work outside the immediate proximity of a supervisor. Work is normally reviewed only on completion and for overall results. Workers exercise functional supervision over lower level positions.

**Examples Of Essential Position Duties:**

*The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.*

- C Regularly review cases and responsibilities of deputy work assignments.
- C Review, organize and schedule work duty assignments of each deputy; assigning and/or reassigning as necessary.
- C Help to identify education and training needs of deputies, initiate and schedule workshops and training programs with the Program Manager as necessary.
- C Serve as a consultant to deputy staff while in the field; assist deputies with mediation of problem cases.
- C Interpret laws, rules and policies for other agencies and the public.
- C Assist deputies with complex stock kill and animal bite cases.
- C Orient and train new deputies.
- C Ensure citations are processed and court proceedings are scheduled and in order; provide oversight and direction to deputies.
- C Act as lead officer in the absence of the Program Manager.
- C Available for after hours contact for local law enforcement agencies in emergencies. Make assignments with deputies as necessary.
- C Process information from field activities providing a variety of monthly reports to the Program Manager.
- C Responsible for animal control equipment and truck maintenance.
- C Carry out all of the duties of an Animal Control Deputy including responding to calls for assistance, picking up and transporting animals, locating owners, preparing and serving search warrants, assisting the district attorney's office in preparing documentation, testifying in court, preparing accurate logs, records and statistical reports, conducting patrol checks, impounding animals, issuing citations, assisting in processing animals for adoption, and euthanizing animals.

**Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.*

- C Perform routine cleaning and maintenance of animal control vehicles; cages and pens.
- C Feed and water animals housed in the shelter.
- C Answer telephones; lock the facility.
- C Pick up supplies and animal care items donated to the shelter.
- C Assume responsibility for overseeing the activities of trustees assigned to the shelter.
- C Perform other related duties as assigned.

**Qualifications:**

**Minimum Qualifications:** A combination of education and experience equivalent to completion of the twelfth grade. Three years of related experience.

**Knowledge, Skills, and Abilities:** Requires general knowledge of livestock and other animal breeds and their temperament; proper use of catch and restraint devices; safe techniques for lifting, loading, and containing large, heavy animals. Ability to use good judgment in the application of laws, policies and procedures related to the enforcement of county and state regulations related to the treatment of animals; instruct and provide work direction to others. The ability to read and follow maps; learn and apply state and local animal control guidelines, policies and procedures; learn and use radio codes and communication system; use and maintain firearm; understand and carry out both oral and written directions; humanely euthanize animals as required; communicate effectively, both orally and in writing; prepare clear and concise reports and records; use a winch pole, camera, radio, 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; establish and maintain cooperative working relationships with those contacted in the course of work; interpret and explain department policies and procedures.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Ability to think and act quickly in emergencies; effectively deal with personal danger; requires the ability to 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.

**License or Certificate:** Possession of a valid, appropriate Oregon driver's license and a good driving record.