



CITY OF SEATTLE

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## Animal Control Officer II

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<b>SALARY:</b>	\$26.73 - \$28.80 Hourly
<b>LOCATION:</b>	Seattle Animal Shelter, 15th Avenue West, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Variable
<b>DEPARTMENT:</b>	Finance and Administrative Services
<b>BARGAINING UNIT:</b>	WSCCCE, Local 21 - Truck Drivers
<b>CLOSING DATE</b>	Continuous

### POSITION DESCRIPTION:

Animal Control Officer IIs enforce animal control ordinances and related laws and regulations; patrol areas of the City responding to and investigating complaints of animal control, welfare and cruelty; write reports documenting investigations; issue citations for violations; and capture, handle, transport, and detain animals.

Employees in this position require a knowledge of the safe handling and transporting of dangerous, sick, or injured animals and knowledge of and ability to enforce animal control ordinances; as well as the ability to investigate complaints, write reports that may be used in administrative hearings and court cases, and issue citations for violations.

General guidelines exist such as animal control ordinances and standard operating procedures and policies. Judgment is used in determining hazards and the appropriate course of action in handling animals and dealing with the public in hostile situations.

### JOB RESPONSIBILITIES:

- Patrols assigned areas of the city driving an Animal Control vehicle to enforce animal control ordinances, related laws and regulations.
- Investigates complaints of non-compliance with city animal ordinances including menacing animals and bites, animal cruelty and welfare, violations of leash and scoop laws and noise ordinances; records detailed statements from complainants, victims, witnesses and suspects; and photographs injuries, incident scene and animals involved.
- Writes reports documenting steps of investigations, observations, statements and timelines for every animal bite, dangerous animal incident, and animal welfare/cruelty investigation.
- Issues citations for menacing animal bites and violations including but not limited to leash, scoop and noise ordinances, property damage, unlawful tethering, and failure to obtain pet license and rabies vaccinations.
- Participates in court case preparation and testifies in court and administrative hearings on infractions and criminal trials.

- Answers questions and explains the rules, policies and regulations pertaining to the animal control ordinances.
- Provides excellent and professional customer service in emotional and stressful situations
- Captures and detains stray and/or vicious animals; and picks up and transports owner-surrendered, injured or dead animals.
- Captures and transports sick and injured wildlife
- Operates a two-way radio, responds and dispatches officers to assist field officers.
- Maintains assigned equipment and sells pet licenses.
- Safely operates F350 truck and other assigned fleet vehicles following defensive driving practices on a daily basis and in stressful situations.
- Lectures the general public, schools and other agencies on animal care, safety and welfare.

**QUALIFICATIONS:**

**Minimum Qualifications:**

- Two years of animal care and treatment experience, at least one year of which is in assisting a licensed veterinarian; or one year animal care and treatment experience and one year law enforcement background; or one year field experience equivalent to an Animal Control Officer II (or a combination of training and experience which provides an equivalent background required to perform the work of the class).

**Work Environment/Physical Demands:**

- Frequently has contact with hostile or abusive members of the public.
- Required to work nights, weekends and/or holidays.
- Required to work outdoors in all types of weather.
- Exposed to possibility of animal attack in the handling and treatment of injured or stray animals; occasional physical exertion is necessary to capture and detain animals.

**Desired Qualifications:**

- Knowledge of safe handling and transporting of dangerous, sick or injured animals.
- Able to lift 50 pounds independently (on occasion, able to lift over 50 lbs with the use of provided equipment as needed or assistance from another officer).
- A safe driving record and be able to safely drive a large Animal Control F-350 vehicle daily.
- Ability to type and utilize Microsoft Office and other software programs.
- Excellent oral and written communication skills
- Ability to work independently, think critically, and exercise good judgment.
- Working knowledge of PetPoint.
- Experience conducting investigations and writing reports.

**License, Certification, and Other Requirements:**

- Current, valid Driver's License.

**ADDITIONAL INFORMATION:**

*To be considered for this position, please submit a cover letter and resume.*

A pre-employment driving record check, background check and a pre-placement physical are required.

Employment is contingent on successfully passing an extensive background check for Special Police Commission. For more information on the requirement for the Special Police Commission go to: <http://www.seattle.gov/police/jobs/hiring/qualifications.htm>

For more information about Finance and Administrative Services and the Seattle Animal Shelter: <http://inweb/FAS/> and <http://www.seattle.gov/animalshelter/>

<http://www.seattle.gov/jobs>  
ANIMAL CONTROL OFFICER II  
CM

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2017-00704

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

### Animal Control Officer II Supplemental Questionnaire

- \*1. Which best describes your professional or volunteer experience providing treatment and care to animals (not including personal pets)?
- No experience
  - Less than 12 months
  - At least 12 months but less than 24 months
  - At least 24 months but less than 36 months
  - 36 months or more
- \*2. How many years of experience do you have assisting a licensed veterinarian?
- Less than 1 year
  - At least 1 year but less than 2 years
  - 2 or more years
- \*3. How many years of experience do you have working in law enforcement?
- No experience in law enforcement
  - Less than 1 year of experience
  - 1 year or more
- \*4. Where did you gain your experience or education that is most closely related to the work of the Animal Control Officer II position?
- Veterinary clinic or hospital

- Animal shelter or rescue
- Animal control within a municipality or other public sector
- vocational school
- animal boarding facility
- other

\*5. Which types of animals have you regularly worked with as a part of your profession or volunteer experience?

- Dogs
- Cats
- Pocket Pets
- Wildlife
- Farm Animals
- Aquatic or Marine Life

\*6. Which best describes your experience conducting investigations including interviewing and writing final reports?

- I have not conducted investigations
- I have conducted investigations on a limited basis
- I regularly perform investigations independently

\*7. After reading the information about obtaining a Special Police Commission I feel I will be able to acquire and maintain the commission.

- Yes
- No

\*8. Do you currently have, or will you be able to obtain by the time of hire, a valid WA State Driver's License?

- Yes, I currently have a valid WA State driver's license
- I don't currently have a valid WA State driver's license but I will be able to obtain one by the time of hire
- No, I do not have and will not be able to obtain a valid WA State driver's license by the time of hire

\*9. Please type the job title and your primary responsibilities for your job experience that most closely matches the Animal Control Officer II position.

\*10. I understand this job requires occasional exposure to sick, injured and/or dangerous animals and that I may be subjected to animal attack or zoonotic disease.

- Yes
- No

\*11. Are you able and willing to work a varied schedule including nights, weekends, and holidays?

- Yes
- No

\*12. Did you attach a cover letter and resume to your application?

- Yes
- No

\* Required Question