



Snohomish County

SNOHOMISH COUNTY
invites applications for the position of:

Animal Control Officer

SALARY: \$26.62 - \$32.32 Hourly
\$4,613.56 - \$5,602.82 Monthly
\$55,362.72 - \$67,233.84 Annually

OPENING DATE: 03/29/18

CLOSING DATE: 04/08/18 11:59 PM

DESCRIPTION:

Investigate animal related complaints and enforce state laws and county ordinances pertaining to animals.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Investigates animal complaints received from the public and/or other agencies regarding leash law violations, dog bites/attacks, nuisance animals, vicious animals, barking dogs, livestock at large and unlicensed dogs and/or cats.
2. Captures and impounds stray, injured and abused animals.
3. Conducts inspections of private and commercial kennels, grooming parlors and pet shops.
4. Conducts animal welfare checks associated with active cases under direction of Senior Animal Control Officers.
5. Seizes and secures animals for law enforcement officers as required.
6. Educates animal owners about responsible pet ownership and county and state animal laws.
7. Issues civil violation notices and/or citations and refers criminal investigations to the Prosecuting Attorney's Office for charging decisions.
8. Assists Senior Animal Control Officers with the extraction of animals from environments in which they are abandoned or kept in cruel and inhumane conditions.
9. Assists Senior Animal Control Officers with search and seizure warrants.
10. Provides testimony in court and/or before the Hearing Examiner.
11. Performs related job duties as required.

MINIMUM QUALIFICATIONS:

One (1) year experience providing service to the public, experience working with animals and experience in using conflict resolution skills; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job-related tests.

PREFERRED QUALIFICATIONS

Previous experience as an animal control officer or law enforcement officer.

SPECIAL REQUIREMENTS

Pre-employment examinations include a complete background investigation, fingerprinting, criminal record check, polygraph, a psychological evaluation, and physical capabilities test.

Proficiency access testing of the county's emergency dispatch system and be certified through the Criminal Justice Information Service within one month of hire date.

Graduation from the Basic Law Enforcement Reserve Academy and the Washington Animal Control

Academy contingent on funding and schedule.

Successful completion of Animal Control Officer's Field Training.

Field proficiency testing with animal control vehicles within six (6) months of employment.

Washington State Driver's License, unrestricted except as to vision.

Department issued uniform and related safety equipment must be worn while on duty.

Qualify with a firearm and carry firearm while on field duty.

Lift and carry up to 100 pounds.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- customer service practices and techniques
- basic animal husbandry and livestock handling
- interview practices and techniques
- conflict resolution/de-escalation techniques
- report writing basics
- case management practices
- time management basics
- Microsoft Office applications

Ability to:

- understand and enforce applicable state and local laws, county codes and regulations pertaining to animals
- follow written Standard Operating Procedures
- apply knowledge of laws and ordinances to field situations
- operate a specialized vehicle on public roads including towing and backing of livestock trailers
- handle animals in a humane manner
- recognize signs of illness or injury in animals
- restrain, capture, and control large and small animals
- communicate effectively both verbally and in writing with diverse individuals
- participate in continuous improvement activities within the division/office
- gain cooperation of the public under stressful situations using tact and diplomacy
- maintain composure and exercise sound judgment under hostile, dangerous and/or stressful conditions
- maintain accurate, well written and organized case reports
- work effectively independently, as a partner or in a team environment and be self-motivated
- establish and maintain effective working relationships with Auditor's Office and Sheriff's Office personnel, other agencies, and the general public

SUPERVISION

Employees in this classification receive direction from the Animal Services Manager and Lead Animal Control Officer.

WORKING CONDITIONS

The majority of the work is performed outdoors in all types of weather and environmental conditions. The work may involve interaction with intimidating or hostile individuals where personal safety may be at an elevated risk. Employees may be exposed to various communicable, bacterial and/or viral zoonotic diseases, odors, animal blood, feces, urine, fleas, ticks, and mites. Employees are required to wear and work in personal protective equipment when working in conditions where air contaminants and/or other physical hazards are present. Employees must qualify in the use of air-purifying respirators. Employees are required to work overtime, evenings, weekends and holidays as

necessary and are required to participate in on call duty on a rotating schedule. Out of state travel may be required for training.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2018-00209
ANIMAL CONTROL OFFICER
SW

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Animal Control Officer Supplemental Questionnaire

- * 1. Following are a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" will not be considered.

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes
 No

- * 2. Can you meet the physical requirements for this position including the lifting and carrying of 100 lbs.? Pre-employment screening includes a physical capabilities test.

- Yes
 No

- * 3. Snohomish County Animal Control Officers have a special deputy commission issued by the Snohomish County Sheriff. Pre-employment screening includes fingerprinting, a criminal background check, polygraph and psychological testing and evaluations. Is there anything that would preclude you from carrying a firearm or receiving a special deputy commission?

- Yes
 No

- * 4. You will be required to work evenings, weekends, holidays, and on-call/call-out shifts on a rotating schedule. Are you able to meet this requirement?

- Yes
 No

- * 5. You will be required to successfully complete a basic reserve law enforcement academy within 1 year of employment, if you have not already done so. This requires employees to work a flexible work schedule that includes commuting to attend weeknight and Saturday classes. Are you able to meet this requirement?

- Yes
 No

- * 6. Any applicant having been convicted of a serious traffic violation as noted below and defined in WAC 308-100.130, WAC 308-104.160 and RCW 46.25.010(18) within the past three year period from the date the application was submitted to the county will not move forward in the hiring process. • More than 3 excessive speeding, defined as fifteen miles per hour or more in excess of posted speed limit • Negligent driving in the first or second degree • Reckless driving • Violation of a state or local law relating to motor vehicle traffic control, other than a parking violation, arising in connection with an accident or collision resulting in death to any person • Driving under the influence of drugs or alcohol • Vehicular assault • Vehicular homicide • Hit and run • Attempting to elude a police officer. ****Are you willing to provide a driver's abstract if you are selected for an interview?
 - Yes
 - No
- * 7. What type of animal handling experience do you have? What is the scope of your experience, when and where did you obtain the experience? Please provide specific details.
- * 8. Please describe your experience providing service to the public in the private or public sector. What is the scope of your experience, when and where did you obtain the experience? How does this experience prepare you for this position?
- * 9. Animal Control Officers frequently use mediation skills in the course of their duties to resolve disputes and conflict between citizens. Describe your experience using mediation or conflict resolution skills in similar situations.
- * 10. Frequently, Animal Control Officers are asked to assist other Animal Control Officers on their cases and/or search warrants. Discuss your approach working with individuals who may differ in their abilities, attitudes and personality. How would you get the job done?
- * 11. Report writing is a core function of this job. Please describe your experience in writing accurate, detailed reports. What did you do to ensure accuracy?
- * 12. Educating the public to comply with state and county animal control laws and basic animal behavior, care, housing, and animal nutrition is an important part of the Animal Control Officer's job. Describe the approach you would take in providing this information to the public and share any relevant experiences that demonstrates your experience.
- * 13. What qualities and/or skills do you possess that make you the best candidate for this physically demanding, fast-paced, high stress job?
- * Required Question