

# **SNOHOMISH COUNTY JOB DESCRIPTIONS**

## **ANIMAL CONTROL OFFICER - LEAD**

Spec No. 4111

### BASIC FUNCTION

Responsible for leading and coordinating the activities of the Animal Services Division; may perform the work of and/or assist subordinate staff in the work unit. Prioritizes and assigns work to subordinate level employees; reviews subordinate work to ensure accuracy and compliance with established procedures. Serves as the unit liaison between the Sheriff's Office, SNOPAC and the Auditor's Office for animal related matters. Responsible for administering and ensuring compliance with state laws and county ordinances pertaining to the safety, health and welfare of animals and the public.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, assigns and leads the work activities of the Animal Services Division.
2. Responds to and investigates animal complaints and engages in field activities.
3. Trains subordinates as needed.
4. Reviews, recommends and implements operational policies for the work unit.
5. Keeps statistical data, maintains records and prepares reports as required.
6. Assists subordinates with difficult cases and develops implements and monitors case specific plans as needed.
7. Mediates animal related conflicts that may arise between parties, agencies, and/or animal welfare groups.
8. Utilizes discretion and sound judgment when interpreting policy and recommends effective remedial measures within scope of authority.
9. Represents the Auditor's Office at public meetings concerning animal issues as required.
10. Issues and serves criminal and civil notices as indicated.
11. Provides testimony before the Hearing Examiner, district or superior court as required.
12. Controls inventory of unit equipment, orders and maintains unit supplies and equipment.

### STATEMENT OF OTHER DUTIES

13. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Five (5) year of experience in Animal Services or a related field. Successful completion of a basic law enforcement reserve academy training; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job-related tests.

### SPECIAL REQUIREMENTS

- Must pass pre-employment examinations including but not limited to, a complete background investigation, fingerprinting, criminal records check, polygraph examination, a psychological evaluation, and a physical capabilities test
- Must have a valid Washington State Driver's License, unrestricted except as to vision
- Must wear a department issued uniform and related safety equipment while on duty
- Must qualify with a firearm on a regular basis as determined by the Snohomish County Sheriff's Office and carry special commission identification while armed
- Must successfully complete the National Animal Control Officers Association Level 1 and 2 training within twelve months of employment
- Will be tested regularly for proficiency in the use of the county's computerized dispatch system

### PREFERRED QUALIFICATIONS

Successful completion of an Animal Control Officers Academy.

Supervisory or lead experience.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- state and local laws, county codes and regulations pertaining to animal control
- principles and practices of supervision
- training and evaluation principles and techniques
- investigative methods and techniques
- proper handling of evidence including chain of custody documentation and evidence
- law enforcement practices and procedures
- economic, psychological and social factors that affect animals such as hoarding and animal fighting

Ability to:

- coordinate, schedule and review the work of subordinates
- lead and motivate unit to ensure staff is organized, responsive and effective

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- provide input to Animal Services Manager for performance evaluations, coaching and disciplinary actions
- maintain necessary records and prepare required reports
- gain cooperation and trust of the public
- make public presentations
- communicate effectively, both verbally and in writing, with a variety of diverse groups and individuals
- interpret and implement ordinances, codes, laws and established policies and procedures
- maintain composure and exercise sound judgment under hostile and stressful situations
- interact with others with tact and diplomacy
- establish and maintain effective working relationships with Auditor's Office personnel, county officials, other agencies, and the general public
- analyze and resolve complex animal control problems in a professional and objective manner
- analyze situations quickly and objectively to determine course of action
- use specialized animal control equipment and vehicles
- exercise physical ability and strength to restrain, capture and control large animals including lifting of animals and equipment weighing up to 100 pounds

### SUPERVISION

Employee exercises independent judgment and is given decision making authority in the interest of public safety and the health and welfare of domesticated animals within established policies and procedures. The employee plans and carries out successive steps and resolves problems in accordance with state law, county ordinance, written and verbal instructions, department and divisional policies and accepted practices. The employee receives direction from and the work is reviewed by the Animal Services Manager through reports, discussions and meetings.

### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather and environmental conditions at locations throughout the county. The work may involve interaction with intimidating or hostile individuals as well as suspected criminals. Employees in this classification participate in search and seizure warrants generated internally or by an external agency that may put their personal safety at an elevated risk. Employees are potentially exposed to various communicable bacterial and/or viral zoonotic diseases, noxious odors, animal blood, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as injured, sick,

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#### WORKING CONDITIONS (Continued)

dead and/or diseased animals. Employees are required to wear and work in personal protective equipment such as masks, goggles, gloves, rubber boots and coveralls when working in conditions where air contaminants such as vapors, gases, and/or other physical hazards associated with dead animals are present. Employees must qualify in the use of air-purifying cartridge respirators. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to call-backs and a rotating schedule. Out of state travel may be required to attend training and conferences.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2012

Revised: April 2014

Revised & retitled: March 2018, Animal Control Services Officer - Lead

EEO Category: 4 – Protective Service Workers

Pay Grade: 242 - Classified Pay Plan

Workers Comp: 1501 Hazardous