

SNOHOMISH COUNTY JOB DESCRIPTION

ANIMAL CONTROL OFFICER- SENIOR

Spec No. 4069

BASIC FUNCTION

Responsibilities include expanded animal control patrol duties, conducting thorough and in-depth investigations using advanced investigative techniques and tools; writing in-depth, detailed reports for criminal case referrals; provide expert testimony in court and before the Hearing Examiner; research, write and execute search and seizure warrants; perform on-site inspections of kennels, grooming parlors, animal shelters, and pet shops for compliance with State laws and Snohomish County Codes as they relate to kennel and animal businesses, setbacks, noise and public nuisance disturbances; investigate and resolve complaints and enforce county ordinances for non-compliance of licensing requirements; work with kennel and animal business owners to attain compliance; maintain an effective working partnership with Sheriff's Office personnel and Washington State Patrol Troopers to secure and impound animals at scenes of search warrants and impoundment of vehicles for DUI or traffic accidents; extracting sick, diseased and/or dead animals from neglectful and/or inhumane environments using advanced capture and restraint techniques and personal protection equipment.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Investigates citizen and/or agency complaints related to animal issues such as animal neglect, abuse and/or cruelty using advanced investigative techniques.
2. Investigates cases of injured, sick, diseased and/or abused animals.
3. Researches and writes search and seizure warrants as indicated, executes warrants and coordinates removal of animals as indicated.
4. Plans, coordinates and executes the extraction of sick, diseased and/or dead animals from neglectful and/or inhumane environments in which animals have been found to be abandoned or kept in such a manner as to constitute cruel and inhumane conditions.
5. Conducts routine inspections of private and commercial kennels, grooming parlors, pet shops, animal shelters and boarding kennels, resolves complaints, recommends corrective action to ensure compliance with Snohomish County Code; prepares and serves civil notices for non-compliance.
6. Assesses potential hazards, determines appropriate course of action in animal related incidents and monitors to ensure compliance with corrective action.
7. Dispatches sick, diseased, injured, wild, dangerous and/or vicious animals in the field as indicated.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Maintains effective working relationships with Sheriff's Deputies and administrative staff and Prosecutor's Office.
9. Provides assistance training and evaluating subordinate employees as indicated.
10. Performs all duties of the Animal Control Officer.
11. Employees in this classification fill in for the Animal Control Officer – Lead during absences as needed in out-of-class pay status.
12. May be required to adjust work schedule to conduct inspections of kennels and animal businesses.
13. Performs related job duties as required.

MINIMUM QUALIFICATIONS

Five (5) years experience as an Animal Control Officer in the public sector; including experience dealing with the public and conflict resolution; The successful completion of the law enforcement reserve academy training; the successful completion of the Washington Animal Control Officers Academy (WACA); OR, any equivalent combination of training and/or experience which provides for the required knowledge and abilities. Prior work experience as an Animal Control Officer in a public sector is required. Must pass all job-related tests including written and field proficiency tests.

SPECIAL REQUIREMENTS

- Must meet all special requirements, possess knowledge and demonstrate abilities of the Animal Control Officer classification (Spec. 4002)
- Successful completion of the NACA (National Animal Control Association) Level 1 and 2 certification classes after promotion to Senior Officer position as available and contingent on available funding
- Participate in external training and certification classes for animal control enforcement as provided by WACA and NACA and/or other animal control regulatory or investigative agencies (contingent on available funding)
- Must participate in on-going tactical defensive training as determined by the Snohomish County Sheriff

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KNOWLEDGE AND ABILITIES

Knowledge of:

- state and local laws, county codes and regulations pertaining to animal control
- use and care of specialized equipment and vehicles related to animal control
- safe handling and transporting of vicious, dead, sick, diseased or injured animals
- selection and use of personal protection equipment as indicated
- advanced investigation methods, techniques and tools
- proper handling of evidence including chain of custody documentation
- advanced law enforcement practices and procedures as prescribed by the Washington Animal Control Officers Academy
- advanced law enforcement practices and procedures as prescribed by the Law Enforcement Reserve Academy

Ability to:

- maintain composure and exercise sound judgment under hostile, dangerous and/or stressful conditions and solve problems in a professional and objective manner
- write detailed, factual investigative reports, and maintain accurate and orderly records and files
- assess potential risks associated with responses and take appropriate actions
- mentor subordinate staff
- work effectively independently or in a partner or team environment and be self-motivated
- establish and maintain effective working relationships with Auditor's Office personnel, other county officials, personnel of other agencies, and the general public

SUPERVISION

Employees in this classification are given wide latitude of independent decision making authority and are required to execute sound judgment in the interest of public safety and the health and welfare of domesticated animals. Employees receive direct and in-direct supervision from the Animal Control Officer - Lead. 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 work is reviewed by the Animal Control Officer - Lead and the Animal Services Manager as needed. Employees in this classification participate in the training and evaluation (written and verbal) of subordinate employees in this work unit as indicated including the administration of proficiency tests as instructed.

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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 frequently puts their personal safety at an elevated risk. Employees are potentially exposed to various communicable zoonotic diseases including, but not limited to, bacterial and viral, noxious odors, animal blood, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as severely injured, sick, 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 either full face or half-face 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 external 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: August 1998 as Animal Control Services Officer Lead
Revised: October 1998, November 2001, November 2004, January 2008, September 2010
Revised & Retitled: December 2006
Revised & Retitled: March 2018, Animal Control Services Enforcement Officer, Sr
EEO Category: 4 – Protective Service Workers
Pay Grade: 240 - Classified Pay Plan
Workers Comp: 1501 Hazardous