

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - PET CANVASSER

Spec No: 9128

BASIC FUNCTION

To conduct door-to-door canvassing of households in unincorporated Snohomish County including the distribution of pet licensing information and to answer questions from citizens regarding Snohomish County Animal Services, pet licensing and leash law requirements.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responds to questions posed by citizens concerning the pet licensing and leash law requirements in unincorporated Snohomish County.
2. Provides additional resources for a variety of animal services upon request.
3. Delivers resource materials and licensing forms door-to-door directly to Snohomish County households, making personal contact as required.
4. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License and current motor vehicle insurance is required for employment. Candidates for employment must pass field training for dog bite prevention. Candidates must be able to walk up and down stairs and up to 2 blocks to deliver canvassing materials.

KNOWLEDGE AND ABILITIES

Ability to:

- Follow written and oral instructions;
- Communicate to a wide variety of diverse individuals use tact and diplomacy;
- drive safely and courteously in all types of weather conditions;
- work independently and complete assigned tasks;
- read, understand, and follow safety rules and regulations;
- deal courteously and tactfully with the general public.

PHYSICAL EFFORT

The work involves some physical effort such as lifting and carrying boxes of canvassing supplies weighing up to fifty (50) pounds to the vehicles and carry out the door-to-door delivery of materials to each household.

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SUPERVISION

Employees report to the License Supervisor. The work is routine and recurring in nature, and may be spot checked to ensure timely completion and compliance with instructions, procedures, and standards. Specific instructions are given for unusual occurrences that may be encountered in the field.

WORKING CONDITIONS

The work is performed outdoors in all types of weather at sites located throughout the county.

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: June 2005

Pay Grade: Minimum Wage Range (\$13.59 per hour)

EEO Category: 8 – Service and Maintenance

Workers Comp: 1501 Hazardous