



JOB DESCRIPTION

Title	Animal Control Officer	Created	February 2010
Department	Sheriff's Office	Revised	January 2024
Job Class	A 12	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Enforces animal control ordinances and state laws in the county and patrols for contracting cities; impounds unlicensed or nuisance animals. Care for and dispose of animals at shelter. Individuals assigned to this position must apply a general knowledge of animal behavior as well as appropriate statutes and ordinances to generally routine work situations. Contact with others requires consistently positive, cooperative and courteous exchanges and a professional demeanor at all times.

Essential Functions

- Conduct investigations regarding animal complaints such as dog bites, dog packs, nuisance or noisy dogs, strays, animal cruelty, etc; issue warnings and citations; Gathers information in investigations by interviewing and obtaining statements of victims, witnesses and suspects.
- Prepares investigative and other reports, including sketches and photographs using appropriate grammar symbols and mathematical computations; must be able to present cases and testify in court.
- Patrol County and contracting cities to investigate complaints and provide general surveillance of animal problems that may exist.
- Respond to emergency situations such as carcass disposal and injured animals requiring first aid treatment, euthanasia, or transport to veterinarian.
- Respond to a variety of telephone and in-person inquiries regarding animal control policies and procedures.
- Maintain an animal shelter to provide for humane care; adoption of animals, return to owners, assist in euthanasia if required. May be required to vaccinate animals and administer medications.
- Sell dog licenses, collect fees and fines; maintain appropriate records and submit reports as required.
- Effectively use MS Office programs (Excel, Word, and Outlook primarily) and be a quick learner on other software programs the County may use or come to use.
- Maintain shelter in a clean and orderly condition; feed animals; clean and repair kennels as needed and other duties of a similar complexity.
- Communicate and interact courteously with the public and suspects, and in accordance with Sheriff's Office policy and procedures. Must present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.



JOB DESCRIPTION

- Follow all County Policies and Procedures, safety rules and regulations established for work areas.

Required Qualifications

- Must have at least one year of experience within animal control or animal shelter environment, plus two additional years in other animal related field, law enforcement or customer service field.
- 18 years of age or older.
- High school diploma or equivalent.
- Valid Oregon State Driver's License.
- Ability to pass a comprehensive background check and obtain security clearance to work with criminal justice records.

Desired Qualifications

- Two or four year college degree is preferred.
- Limited Sheriff's Deputy Commission or the ability to obtain after hire.
- Certification as an Animal Control Officer and Certified Cruelty Investigator or the ability to obtain after hire.

Knowledge, Skills and Abilities

- Ability to develop knowledge of animal control, animal behavior (particularly canine), licensing, ordinances and applicable state laws.
- Ability to develop, recognize signs and symptoms of contagious diseases, especially those transmittable to human beings.
- Ability to work in situations that are stressful, both physically and emotionally, including assisting in performing euthanasia.
- Effectively deal with public in confined areas.
- Ability to jump over obstacles, ditches and streams, and balance on uneven surfaces.
- Ability to understand and carry out instructions promptly.
- Ability to speak and write effectively.
- Ability to record information clearly and concisely.
- Ability to perform simple mathematical calculations and draw simple diagrams.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to work all days of the week, evening hours and holidays and be able to respond to emergency calls after hours and on weekends.

Physical Demands

Duties consist of physical agility to perform occasional running, lifting and bending. The employee is regularly required to sit for periods up to 4 hours, stand, kneel, walk, use hands, type, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. Must be able to pick up and handle 50 lb. sacks of animal food and related supplies. Must be able to



JOB DESCRIPTION

effectively control, handle and transport dogs and other large animals commonly weighing in excess of 100 lbs. Must have ability to confront and control livestock, horses, wild and/or domesticated animals. Self-defense against an animal or person may be necessary.

Working Conditions

Works in an office setting as well as outdoors in all types of weather, frequently lifting heavy objects over uneven slippery terrain. The employee spends considerable time making public contacts in the community, and driving a vehicle supplied by Clatsop County Animal Control Services. Could regularly be in situations of risk during field duty. Contact with angry and emotional people occurs. Animal contacts and related injuries may occur. Position will have significant contact with animals including dogs, cats, livestock, horses, birds, rabbits, and will likely encounter rats, mice, spiders, snakes, ticks, etc. Animals may be diseased, abused, deceased, injured or living in deplorable conditions. While performing the duties of this job, the employee may be exposed to animal dander, parasites and infectious diseases that can be carried and transmitted by animals, fumes, strong foul odors, airborne particles and toxic or caustic chemicals.

Supervisory Responsibility

Supervisory duties would not normally be a function of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Clatsop County Human Resources, 800 Exchange, Suite 330, Astoria OR 97103. 503-325-1000