

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ANIMAL CONTROL OFFICER

General Functions:

Under the general supervision of the Community Policing Sergeant, the Animal Control Officer performs a variety of tasks related to the enforcement of City, County and State laws pertaining to animal control. This position is responsible for investigations related to the compliance or violation of city ordinances and state statutes pertaining to cruelty to animals, animal neglect, animal fighting, and theft of companion animals, exotic animal requirements, facility requirements, livestock, wildlife, or any other laws, codes or rules pertaining to the health, welfare and keeping of animals or the health, welfare and safety of the public relating to animals within the boundaries of the City of West Linn. This position also performs tasks related to impounding or the quarantine of dogs in compliance with State and City ordinances, statutes and guidelines. In addition, the Animal Control Officer is responsible for the care and/or disposal of sick or injured animals, the removal of dead animals from the public right-of-way, animal rescue and the education of the public on subjects relating to animal care, training, laws, etc.

The Animal Control Officer, under the auspices of the West Linn Police Department, enforces all Municipal and State laws, ordinances and rules governing the care, control, impounding, licensing, disposal, theft and keeping of animals.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Performs patrols for the purpose of locating domestic animals running at large, dead animals in the public right-of-way, or violations of animal ordinances, laws and rules.
3. Patrols and enforces compliance with animal licensing ordinances, laws and rules. This includes dogs running at large and dangerous animals.
4. Sells animal control licenses and collects related fees.
5. Investigates claims filed against pet owners.

Animal Control Officer

Job Description

Page 2 of 4

6. Explains State and City laws, rules and ordinances relating to animal control, animal welfare and pet licensing.
7. Enforces all West Linn Municipal Codes, ORS and OAR's pertaining to animals. Issues citations or warnings to persons in non-compliance.
8. Keeps accurate records of daily activities. Provides statistic and incident reports.
9. Testifies in court.
10. May respond to off duty emergency calls.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) High School diploma or GED certificate.
- ii) Any equivalent combination of education and experience.

b) Training

- i) One year experience in a public contact position, preferably with a public sector agency.
- ii) Working knowledge of the safe handling of animals.

c) Skills and Knowledge

- i) Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.
- ii) Working knowledge of related statues, due process, standards and regulations related to animal control.
- iii) Ability to explain related codes and regulations to the public.

- iv) Ability to provide objective and concise court testimony.
- v) Ability to communicate clearly and concisely, both verbally and in writing.
- vi) Ability to establish and maintain effective working relationships with other employees, agencies, city officials and the public.
- vii) Ability to perform the essential functions of the job in a variety of physical settings and weather conditions.

2) Supervision:

Received: This position receives direct supervision from the Community Policing Coordinator.

Exercised: This is not a supervisory position.

3) Communication:

Requires frequent communication with the general public, possible hostile citizens, Municipal Court, City staff and other government agencies.

The communication is generally routine with some degree of complexity in interpreting and explaining code.

The subject of the communication may be adversarial and may involve participants with conflicting goals.

4) Cognitive Functions:

This position follows City, County and State laws and well-developed policies and procedures which govern most activities.

5) Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Work is performed in field settings. May be exposed to inclement weather and dangerous animals.

Animal Control Officer

Job Description

Page 4 of 4

- b. Work involves patrol in a City owned vehicle.
- c. Occasionally required to lift and or move up to 75-pound objects.
- d. Requires frequent walking, bending stooping and kneeling.
- e. May encounter adversarial contacts with the public.

6) Resource Accountability:

This position has limited resource accountability.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.