



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Lead Animal Control Officer  
Department: Animal Protection and Regulation  
FLSA Status: Non-Exempt  
WC Code: 8831  
Effective Date: August 11, 2016  
Last Revised: August 11, 2016  
Pay Grade: A13  
Union: AFSCME

#### SUMMARY

The Lead Animal Control Officer enforces County and City ordinances and state statutes pertaining to licensing and control of domestic animals; investigates citizen complaints involving dog related problems; performs related work as required. An employee in this classification performs work related to domestic animal control and licensing. Work is performed under the general supervision of the Public Health Director or designee who reviews work for adherence to established policies and procedures, as well as to County/City ordinances and state statutes. Incumbents in this classification are required to exercise considerable independent judgment as much of the work is performed in the field or without direct supervisory oversight. An employee in this classification is distinguished from the Animal Control Officer, in that an employee in this position is responsible for planning, scheduling, assigning and overseeing the work performed by Animal Control Officers. This position performs the more difficult animal control work requiring an added measure of skill and experience. In addition, incumbents routinely provide training and assistance to other Animal Control Officers, and assigns and oversee the work performed. Lead responsibilities generally include organizing work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of assigned employees. Lead positions are not responsible, and have no authority, to discipline, hire, terminate or perform formal evaluations of employees; although they may have input into any of these processes.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Investigates citizen complaints involving dog related problems including nuisance complaints, reports of strays, livestock kills and inhumane treatment of animals; issues citations and warnings; impounds animals as necessary.
2. Apprehends stray, injured and uncontrolled animals; locates owner or transports them to the animal control shelter or veterinarian, if necessary.
3. Investigates reported dog bites; quarantines dogs suspected of having rabies; checks quarantined dogs for the duration of the quarantine period.
4. Checks dogs for current licenses and rabies inoculations; enforces City leash laws.

5. Maintains necessary records and prepares reports regarding animal control activities; presents testimony at hearings as required.
6. Euthanizes animals; maintains/renews necessary permits; maintains strict control of all pharmaceutical products and their use in accordance with Drug Enforcement Administration
7. Maintains training and qualifications for operating a firearm; adheres to all safety standards related to use of firearm.
8. Answers questions from the general public regarding animal shelter policies and procedures; follows up on complaints or refers to the Public Health Director or appropriate Animal Control Officer.
9. Organizes work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of animal control officers
10. Able to work a flexible schedule. Some evening and weekend work may be required.
11. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Acts as a lead officer. Supervises and directs day to day duties and training, but does not have authority to hire, fire, or discipline though may have input in process.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required:

Considerable knowledge of animal care, behavior and handling. Considerable interpersonal skills to include conflict management, and problem solving. Some knowledge of the laws and regulations pertaining to animal control and licensing. Must possess knowledge of safety requirements and practices, and ability to exercise precautions in performing responsibilities and overseeing work performed by assigned employees. The ability to communicate effectively both verbally and in writing; deal tactfully and effectively with the general public; establish and maintain effective working relationships with other County departments, law enforcement personnel and other employees; maintain necessary records; and understand and apply laws and regulations pertaining to animal control. Ability to work independently, establish priorities, and organize workload of assigned staff.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency and two (2) years' experience working with animals, preferably involving work with customers and/or the public and two (2) years' experience providing training, oversight, and general direction to subordinate staff; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to destruction of an animal not in accordance with the law, providing of inaccurate information to the public, injury to public or property, or false arrest.

#### TYPICAL PROBLEMS ENCOUNTERED:

The problems encountered generally revolve around resolving animal caused nuisances and the interpretation and application of County/City ordinances and state statutes. The work frequently involves working with emotional or irate animal owners and/or complainants.

#### JOB CONTACTS

Incumbent in this position works directly with animal owners, complainants and the general public. The position works directly with the County Clerk's Office in regards to the dog licensing program, with the District Attorney's Office and the Courts regarding dog violations and occasionally assists law enforcement personnel in animal related incidents.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### OTHER SKILLS AND ABILITIES

The handling of animals.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Oregon Driver's license; history of safe driving record. Ability to obtain state certification to euthanize by injection; ability to be deputized as a Deputy Sheriff in animal control matters; ability to be issued and maintain DPSST certification on a firearm.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Performing work requires euthanizing animals, handling potentially vicious animals and the possibility of coming into contact with animals having rabies, Lyme disease and cat scratch fever. Incumbents are required to work outdoors in all types of weather conditions and in all types of terrain, often requiring physical effort in handling unruly or heavy dead animals, lifting 50 pound bags of dog/cat food and setting heavy dog traps. The position is impacted by the necessity of uncontrollable work flow, the need to make quick decision and uncontrollable interruptions. The position is on-call on a rotating list to respond to emergencies which are fairly infrequent.

### PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Normal for driving		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="checkbox"/>			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="checkbox"/>			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>