



# 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: Animal Control Officer  
Department: Public Health  
FLSA Status: Non-Exempt  
Job Code: 2271  
WC Code: 8831  
Effective Date: January 1, 1991  
Last Revised: September 26, 2012  
Pay Grade: A11  
Union: AFSCME

#### SUMMARY

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. Although supervision is not normally a responsibility of this position, an Animal Control Officer may be responsible for overseeing the maintenance work performed by a Trustee or for providing guidance and oversight to Animal Shelter Technicians.

#### 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. Transports and sets up "live" dog traps.

7. Maintains required certifications to euthanize animals and performs euthanization duties as necessary. Maintains training and qualifications for operating a firearm; adheres to all safety standards related to use of firearm.
8. Performs duties at the animal control shelter including answering the phone, dispatching other Animal Control Officers, filing, responding to citizen questions and requests, receiving and releasing animals and performing shelter maintenance.

#### 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.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

#### 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. Some knowledge of the laws and regulations pertaining to animal control and licensing. 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; understand and apply laws and regulations pertaining to animal control; and work independently.

#### 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; 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, or false arrest.

#### JOB CONTACT

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 ABILITIES

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 = 50</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"/>

**Speech, Vision & Hearing**

<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: Normal for driving
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<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 type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>