

LINN COUNTY CLASSIFICATION

TITLE: ANIMAL CONTROL OFFICER

NUMBER: 601

APPROVAL ORDER NUMBER: 2016-270

PAY RANGE: 11

DATE: August 9, 2016

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: The Animal Control Officer enforces State and County laws pertaining to the licensing and controlling of dogs, and the protection of livestock from dogs.

SUPERVISION RECEIVED: Works under the supervision of the Animal Control Supervisor, who assigns and monitors work performance for effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but an incumbent may assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Respond to citizen complaints, contact the complainant to determine nature of the problem, contact dog owner, and explain the legality of the problem to both parties and the possible alternatives for solution.
2. Investigate incidents where dogs are suspected of having molested livestock. Notarize claims against the County by stock owner when the owner of the dog(s) has not been located.
3. Conduct door-to-door checks for compliance with County laws pertaining to the licensing of dogs. Sell licenses or issue Court citations to those refusing to purchase a license.
4. Pick up and impound dogs running at large, including dogs held by citizens.
5. Contact parties involved in a dog bite incident and explain the legal and medical requirements of the law.
6. Appear in Court as a witness for the County on citations issued for criminal cases for dogs and other animal related matters. Appear at hearings to determine guilt or innocence of dogs accused of molesting livestock.
7. Perform other related duties, including writing incident reports and follow-up reports, picking up dead dogs, maintaining and cleaning equipment and assisting in the training of new Animal Control Officers.
8. Perform euthanasia on dogs and other small animals.

9. Assist Certified Deputies with animal neglect investigations involving livestock at large and animal abuse. This includes all livestock under ORS 609.125 and all animals under ORS 167.310.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of canine care and handling. Knowledge of laws pertaining to canine control and licensing. Skill in the use of firearms. Ability to deal courteously and effectively with the general public. Ability to identify damage done by dogs and to distinguish between that damage and damage done by other animals. Ability to operate a motor vehicle. Ability to prepare reports and to keep records.

EXPERIENCE, EDUCATION AND TRAINING: One year of experience in a law enforcement capacity, preferably supplemented by experience in care and handling of dogs; graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Within first year of employment, obtain State Euthanasia Certification; a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in all types of weather and in all areas of the County. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move one hundred twenty (120) pounds is also required.