



**Mark A. Crider**  
Sheriff

## **WALLA WALLA COUNTY SHERIFF'S OFFICE**

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Walla Walla, WA 99362-0220

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Joe Klundt Undersheriff  
Richard Schram Chief Criminal Deputy

**Job Title:** Animal Control Officer  
**Status:** Full - Time Regular  
**Pay Grade:** Grade 4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Class specifications are not intended to reflect all duties performed within the job. Class specifications are subject to revision and may be updated as appropriate to reflect operational changes within the role.*

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### **NATURE OF POSITION**

Enforce Walla Walla County ordinances and regulations governing animal control; maintain records and reports; impound, feed, clean and dispose of animals as needed.

### **SUPERVISION RECEIVED**

Supervision is by the Sheriff or designee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the Walla Walla Sheriff's Office (WWCSO) are expected to model and foster the WWCSO core values:  
**Honor - Integrity - Loyalty – Courage – Commitment - Duty - Fairness**
2. Enforce animal control ordinances to assure the safety and health of citizens and animals in the County by patrolling assigned areas; issuing infractions or citations; and capture and impound dead, sick, injured, stray, or trapped domestic and non-domestic animals.
3. Learn, interpret, and apply codes, laws and regulations, policies and procedures of animal collection, impoundment, quarantine, and disposal.
4. Respond to calls and investigate complaints from the public regarding animals in the community including stray, sick, injured, and abused animals; investigate cases of cruelty, neglect, abandonment, animal bites and barking dogs.
5. Explain various ordinances regarding animal control to the public. Write citations for violations of County ordinances related to animals; respond to court requests for contested citations.
6. Euthanize severely injured, diseased, or vicious animals in the prescribed manner, according to appropriate laws and in accordance with established policies.
7. Quarantine biting animals for observation according to established guidelines. Prepare and deliver rabies specimens to county health department officials as needed.

8. Prepare and maintain a variety of files, records and reports regarding impounded animals, animal bites, quarantines, investigations, citations, and daily statistics.
9. Operate and maintain an animal control vehicle; utilize a variety of animal control devices and equipment including leash, muzzle, traps, catch pole, net, radio, and tranquilizing equipment.
10. Investigate, evaluate, complete potentially dangerous and dangerous dog declarations. Facilitate declaration hearing process and maintain ongoing records to update status of declared dogs in the county.
11. Monitor records of dangerous dogs moving in or out of the county including timely transfer of information to other agencies.
12. Appears in court/hearings to present evidence, facts, details of circumstances, and otherwise testifies against persons accused of crimes; responds to questioning and cross-examination from prosecuting and defense attorneys. Presents facts to determine dangerous dog at hearings.
13. Contains and/or transports animals, including seizure of animals at crime scenes. Animals may be vicious, dangerous lost, injured, or at-risk animals. Arranges transport and homes for all rescue animals.

### **OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined time frames, work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of WWCSO goals.
5. Participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- County geography and street locations.
- Methods, equipment, and materials used in animal care, control, and shelters.
- Learn animal control regulations, techniques, and enforcement.
- Learn requirements of maintaining an animal shelter in a safe, clean, and orderly condition.
- Learn capture, care, handling and feeding of domestic and non-domestic animals.
- Capture, handle, feed, and transport domestic and non-domestic animals.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Maintain records and prepare clear, concise reports.
- General care, habits, and characteristics of various breeds of dogs and cats and other domestic animals.
- Common diseases of animals, including their symptoms and treatment.

### **TOOLS AND EQUIPMENT USED**

Animal control vehicle and portable radio, restraint pole, tranquilizer rifle and tranquilizer blow dart system for chemical capture, mobile computer, office computers and related software,

camera equipment, cages, grabbers, baton, ropes, leashes, cell phone, taser device, Cap Stun (O.C.) Spray, and remaining equipment in Animal Control Officer vehicle.

### **PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel, stoop, bend at the waist and lift 30 to 75 pounds with assistance. Lifting heavy animals; pushing and pulling animals into truck; kneeling and crouching to pick up animals.

### **WORK ENVIRONMENT**

Outdoor work environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work; indoor environment for administrative work; working around potentially vicious animals including snakes; frequent encounters with dissatisfied customers and critical situations including animals that are excited and agitated. Exposure to animals with rabies and other diseases.

### **REQUIRED MINIMUM QUALIFICATIONS**

High school diploma, GED or equivalent, or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above. Valid State driver's license. Ability to obtain required certifications including certification in ACCESS Level II within six (6) months of appointment. Possession of, or ability to obtain, a valid certification as a euthanasia technician.

### **DESIRED QUALIFICATIONS**

Bilingual in Spanish.