



Mark A. Crider  
Sheriff

# Walla Walla County Sheriff's Office

## **Position: Animal Control Officer**

### **Open Until Filled – 1 Full Time Position**

**Posted: August 28, 2023**

The Vision of the Walla Walla County Sheriff's Office is to be amongst the finest law enforcement agencies in the State of Washington; one which consistently delivers the highest quality public service in an effort to make Walla Walla the safest county in the nation. Our Mission is to safeguard the lives, property, and rights of the people we serve; reduce the incidence and fear of crime; and to enhance public safety while working with our community to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain the confidence of the public we serve.

The Walla Walla County Sheriff's Office consists of a Command Staff, an Administrative Services Division, and an Operations Division. Animal Control Officer works within the Administrative Division.

The Animal Control Officer is to Enforce Walla Walla County ordinances and regulations governing animal control; maintain records and reports; impound, feed, clean and dispose of animals as needed.

#### **Expectations:**

- 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**
- 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.
- Learn, interpret, and apply codes, laws and regulations, policies and procedures.
- Respond to calls and investigate complaints from the public.
- Explain various ordinances regarding animal control to the public.
- Prepare and maintain a variety of files, records and reports.
- Operate and maintain an animal control vehicle; utilize a variety of animal control devices.
- 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.
- Contains and/or transports animals, including seizure of animals at crime scenes.
- Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of WWCSO goals.
- Participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
- Respect the value of diversity in the workplace and the community.
- Perform other duties as assigned



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## **Required Education and Experience Qualification:**

- High school diploma, GED or equivalent, or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above. 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.
- Must be United State citizen or a lawful permanent resident who can read and write the English language.
- Be a minimum 18 years of age.

## **Other Minimum Qualifications:**

- Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
- Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
- Execute assignments, projects, and job responsibilities efficiently and within defined time frames, work independently and effectively with little direction.
- Ability to develop and maintain positive working relationships with public, Community, and the law enforcement community.
- Ability to communicate effectively, both orally and in writing.
- Demonstrate a high level of accuracy and close attention to detail.
- Ability to work independently and as part of a team.
- Take an active part in all ongoing training programs as requested or required.
- Demonstrate the ability to be confidential.
- Be able to work additional hours as required.

## **The Successful Candidate Shall:**

- Satisfactorily pass an oral board interview.
- Pass a Civil Service exam.
- Satisfactorily pass a Sheriff's Office background investigation and a criminal justice records check.
- Have no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm.
- Have no record of felony conviction.
- Possess, or have the ability to obtain prior to employment, a valid driver's license and vehicle insurance coverage.

**Responsible to: Chief Civil Deputy or Designee**

**Salary and Benefits: Hourly \$23.39 / \$4,054 monthly to \$31.35 / \$5,434 monthly.** Full Time Benefits Include: • County pays \$1,450.00 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members. • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply. • Wellness program • Deferred compensation plans offered • Met Life Pet Insurance may apply • Twelve paid holidays annually • Vacation accrual based on seniority • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit Walla Walla County Website for detailed benefits information



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**Work Schedule:** 5 days a week, variable hours

**Application Procedure:** Walla Walla County Sheriff's Office Application, Resume, 3 letters of reference from past employers and/or 3 past employee evaluations. Three (3) additional letters of reference from individuals outside of employment recommended.

Employment Application is available online at [Welcome to Walla Walla County \(walla-walla.wa.us\)](http://Walla Walla County (walla-walla.wa.us))

Please direct questions and *submit all applications to:*

Walla Walla County Civil Service Commission  
Angela Weston, Chief Examiner  
PO Box 1506  
314 West Main Street  
Second Floor - Room 203  
Walla Walla, WA 99362  
(509) 730-7093

Please do **NOT** drop off, fax or mail applications to the Sheriff's Office.

*A little history.....*

*Walla Walla is a Native American name meaning "many waters" or "small, rapid streams". One of the first areas between the Rockies and Cascades to be permanently settled, the Washington Territorial Assembly created Walla Walla County on April 25, 1854. Historically, the Walla Walla area has been known for its agricultural based economy; including wheat, barley, corn, potatoes, asparagus, peas, alfalfa hay and seed, concord and wine grapes and the Walla Walla Sweet Onion. Located in the southeast portion of the State, the valley is currently the home to more than 100 wineries - some of which have earned national and international acclaim for their world class wines. Nestled at the foot of the Blue Mountains, this community of 60,000 is steeped in history and blessed with beauty.*