

**COOS COUNTY SHERIFF'S OFFICE / ANDREW R. JACKSON, SHERIFF
ANIMAL CONTROL OFFICER / DESCRIPTION**

GENERAL STATEMENT OF DUTIES

Enforces all Oregon State Laws and Coos County Ordinances pertaining to cats, dogs, and other animals (domestic or wild), including duties at the Animal Shelter. Performs other related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Sheriff's Office designee/supervisor.

SUPERVISION EXERCISED

Supervision of volunteers who are employed at the shelter, in any capacity, may be assigned as a responsibility of the Animal Control Officers.

EXAMPLES OF WORK

An employee in this classification will perform any or all of the following duties. However, these examples do not include all of the tasks an employee may be expected to perform.

1. Enforces all Oregon State Laws, including enforcement of dog license laws; issue warning citations to people who fail to buy licenses; issue citations to appear in court to those who fail to obtain licenses.
2. Performs a variety of duties including the investigation of damage inflicted by dogs and domestic animals and poultry, investigates complaints involving the protection or abuse of domestic animals, dogs at large and property damage involving domestic animals.
3. Maintains and cleans inside and outside the shelter facility and surrounding grounds. Assist with security of the shelter facility and animals maintained at the shelter.
4. Picks up and impounds domestic animals as required, delivering them to the Animal Shelter. Destroys dogs and other animals when necessary or required.
5. Works a 40 hour work week, holidays subject to fair rotation with other personnel with rotation determined by the Sheriff's Office
6. Operate computer using basic computer skills, entering data and maintaining files.

MINIMUM REQUIRED QUALIFICATIONS

KNOWLEDGE, SKILLS, ABILITY AND CONDITIONS

Knowledge of: Working knowledge of animal care and handling; laws relating to animals; reasonable knowledge of geographic area of Coos County.

Skill and ability to: Coordinate activities and responsibilities of volunteers; safely operate all department vehicles; identify different breeds of canines; promote good public relations.

Ability to: Ability to speak, write and effectively convey information; follow oral and written directives; adjust to priority changes and remain calm during confrontational situations; make decisions independently and use initiative and judgment in carrying out duties and responsibilities; prepare and maintain records and reports; work in an office environment, field locations and conditions in all types of weather conditions; work with, train, and supervise volunteers; courteously meet and deal effectively with other employees, public agencies, community agencies, vendors, victims, volunteers and the public; qualify with required firearms. Perform rigorous physical activity.

EXPERIENCE, TRAINING AND QUALIFICATIONS

One year experience preferred in work relating to the care and handling of livestock, preferably including experience affording knowledge of canines and their characteristics; High School Diploma or equivalent; possess a valid Oregon Drivers License; possess the physical ability to interact with others; perform keyboard activities, mobility to operate all Sheriff's Office motor vehicles; basic computer skills.