

**COOS COUNTY SHERIFF'S OFFICE / ANDREW R. JACKSON, SHERIFF
ANIMAL SHELTER OPERATOR / JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES

Enforce all Oregon State Laws and Coos County Ordinances pertaining to cats, dogs, and other animals (domestic or wild) brought to the Coos County 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 employees, is not generally the responsibility of the Shelter Operator.

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. May be required to assist in enforcing the Oregon State Laws regarding dog licenses by selling dog licenses; issue warning citations to people who fail to buy licenses at the Animal Shelter; issue citations to appear in court to those who refuse to obtain licenses at the Animal Shelter.
- 2. Destroys dogs and other animals when necessary.
- 3. Maintenance and cleaning inside and outside the shelter facility and surrounding grounds.
- 4. Maintains security of the shelter facility and animals maintained at the shelter.

MINIMUM REQUIRED QUALIFICATIONS

KNOWLEDGE, SKILLS, ABILITY AND CONDITIONS

Knowledge of: Working knowledge of canine care and handling; laws relating to canines; 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.

EXPERIENCE, TRAINING AND QUALIFICATIONS

One year experience 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.