



**SNOHOMISH COUNTY**  
invites applications for the position of:

## **Animal Control Officer**

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**SALARY:** \$60,804.72 - \$73,842.60 Annually

**OPENING DATE:** 10/07/22

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

Do you want to be part of a dynamic team that supports a safe and humane community by investigating animal related complaints, educating community members, inspecting animal businesses, commercial and private kennels, and enforcing state laws and county ordinances pertaining to animals? Snohomish County Animal Services may be the perfect place for you!

The ideal Animal Control Officer candidate must be service oriented and have strong skills and abilities in a wide variety of areas including communication, critical thinking and problem solving.

Law enforcement officers, park rangers, and/or corrections officers looking for a change of scenery in the public safety arena are encouraged to apply. Animal Control Officers are armed and receive a limited commission from the Snohomish County Sheriff. Animal Control Officers can promote to Senior Officers based on experience.

Officers will receive all the necessary training and equipment. Training includes a 16-week robust field training program, 80-hour animal control academy and the basic law enforcement reserve academy or equivalent.

Applicants must:

1.) Complete an application, personnel history questionnaire and successfully pass the written and physical fitness tests administered by Public Safety Testing (PST).

[LINK TO PST](#)

2.) Submit an online application and complete the supplemental questionnaire through Snohomish County's NEOGOV site.

[LINK TO NEOGOV](#)

**Please Note:** Interviews for this position will be conducted on an ongoing basis. Review of applicants will take place weekly. It is in the candidate's best interest to apply as soon as possible. The hiring manager reserves the right to fill the position at any time.

### **JOB DUTIES:**

#### BASIC FUNCTION

Investigate animal related complaints and enforce state laws and county ordinances

pertaining to animals.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Investigates animal complaints received from the public and/or other agencies regarding animal welfare, dog bites/attacks, leash law violations, nuisance animals, vicious animals, livestock at large and unlicensed dogs and/or cats.
2. Captures and impounds stray, injured and abused animals.
3. Conducts inspections of private and commercial kennels, grooming parlors and pet shops.
4. Conducts animal welfare checks associated with active cases under direction of Senior Animal Control Officers.
5. Seizes and secures animals for law enforcement officers as required.
6. Educates animal owners about responsible pet ownership and county and state animal laws.
7. Issues civil violation notices and/or citations and refers criminal investigations to the Prosecuting Attorney's Office for charging decisions.
8. Extracts animals from environments in which they are abandoned or kept in cruel and inhumane conditions.
9. Writes affidavits and serves search and seizure warrants with Senior Animal Control Officer assistance.
10. Provides testimony in court and/or in administrative hearings.
11. Performs related job duties as required.

### **MINIMUM QUALIFICATIONS:**

One (1) year experience providing service to the public, experience working with animals and experience in using conflict resolution skills; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job-related tests.

### PREFERRED QUALIFICATIONS

Previous experience as an animal control officer, code enforcement, or law enforcement officer.

Completion of the Washington State Criminal Justice Training Center's Basic Law Enforcement Academy, Basic Law Enforcement Reserve Academy, Corrections Academy, Parks Academy or equivalent program.

### SPECIAL REQUIREMENTS

Pre-employment examinations include a complete background investigation, fingerprinting, criminal record check, polygraph, a psychological evaluation, and physical capabilities test.

Graduation from the Basic Law Enforcement Reserve Academy and the Washington Animal Control Academy contingent on schedule.

Successful completion of Animal Control Officer's Field Training.

Field proficiency testing with animal control vehicles.

Washington State Driver's License, unrestricted except as to vision.

Department issued uniform and related safety equipment must be worn while on duty.

Qualify with a firearm and carry firearm while on field duty.

Lift and carry up to 100 pounds.

## **ADDITIONAL INFORMATION:**

### KNOWLEDGE AND ABILITIES

Knowledge of:

- customer service practices and techniques basic animal husbandry and livestock handling interview practices and techniques
- conflict resolution/de-escalation techniques report writing basics
- case management practices time management basics
- Microsoft Office applications

Ability to:

- understand and enforce applicable state and local laws, county codes and regulations pertaining to animals
- follow written Standard Operating Procedures
- apply knowledge of laws and ordinances to field situations
- operate a specialized vehicle on public roads including towing and backing of livestock trailers
- handle animals in a humane manner recognize signs of illness or injury in animals
- restrain, capture, and control large and small animals
- communicate effectively both verbally and in writing with diverse individuals participate in continuous improvement activities within the division/office
- gain cooperation of the public under stressful situations using tact and diplomacy
- maintain composure and exercise sound judgment under hostile, dangerous and/or stressful conditions
- maintain accurate, well written and organized case reports
- work effectively independently, as a partner or in a team environment and be self-motivated
- establish and maintain effective working relationships with Auditor's Office and Sheriff's Office personnel, other agencies, and the general public

### SUPERVISION

Employees in this classification receive direction from the Animal Services Manager and Lead Animal Control Officer.

### WORKING CONDITIONS

Most of the work is performed outdoors in all types of weather and environmental conditions. The work may involve interaction with intimidating or hostile individuals where personal safety may be at an elevated risk. Employees may be exposed to various communicable, bacterial and/or viral zoonotic diseases, odors, animal blood, feces, urine, fleas, ticks, and mites. Employees are required to wear and work in personal protective equipment when working in conditions where air contaminants and/or other physical hazards are present. Employees are required to work overtime, evenings, weekends and holidays as necessary and are required to participate in on call duty on a rotating schedule. Out of state travel may be required for training.

### SELECTION PROCESS

- Applicants must submit an on-line application and supplemental questionnaire through Snohomish County's NEOGOV site: [Snohomish County Job Opportunities](#)
- All interested applicants must also complete an application, personnel history questionnaire and successfully pass the written and physical fitness tests administered by PST: [Public Safety Testing - Career Opportunities](#)
- Applicant must achieve a passing score of at least 70% on the written exam.
- The top minimally qualified individuals will be invited to participate in an oral board interview to evaluate their experience, education and personal preparation for this position. A passing score of at least 70% is required on this portion of the testing process.

- Veterans' scoring criteria will be granted in accordance with RCW 41.04.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553>

Position #2022-ACO  
ANIMAL CONTROL OFFICER  
AB

3000 Rockefeller Ave M/S 503  
Everett, WA 98201  
(425) 388-3411

[Human.Resources@snoco.org](mailto:Human.Resources@snoco.org)

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## **Animal Control Officer Supplemental Questionnaire**

- \* 1. All interested applicants MUST complete an application, as well as the personal history questionnaire and successfully pass the written and physical fitness tests administered by Public Safety Testing (PST). Applicant MUST achieve a passing score of at least 70% on the written exam. I understand that I must successfully complete the pre-employment testing before moving forward in this hiring process.

Yes

No

- \* 2. Have you completed your testing at PST?

Yes

No

- \* 3. If you have not completed your PST testing, have you scheduled the tests?

Yes

No

- \* 4. Please describe your experience, paid or unpaid, handling animals and working with and /or evaluating animals. Be specific.

\* Required Question