**GENERAL DESCRIPTION**

The Animal Protection Deputy performs a full range of animal care and control services and functions. Work is performed primarily in the field with considerable independence of functioning within the limits of regulations, laws, codes, policies and accepted procedures. Incumbents enforce state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals.

**ESSENTIAL JOB FUNCTIONS**

Apprehend, control and transport to confinement loose, unlicensed, injured, abandoned or dangerous animals, both domestic and livestock.

Investigate reports of animal cruelty and vicious animals.

Enforce animal care and control ordinances, including issuing citations and warnings.

Respond to citizen calls for service, complaints and requests from other agencies.

Explain laws, policies and procedures to the general public.

Assist in resolving conflicts between parties involving animal care and control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.

Complete bite reports for the Thurston County Health Department.

Inspect kennels within Thurston County.

Issue notices of violations; issue hearing notices; act as process server; testify at hearings and in court.

Prepare written and verbal reports involving animal care and control cases.

Create, monitor and maintain case files.

Assist Prosecuting Attorneys as required in cases or issues involving animal care and control.

Operate Animal Protection vehicles; perform routine minor vehicle maintenance.

Establish and maintain effective working relationships with County officials, employees and the general public.

Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

Meet travel requirements of the position.

Perform the physical requirements of the position; work within the established working conditions of the position.

Work a flexible schedule, which may include evenings, weekends, holidays, overtime, and subject to after-hour callout.

Performs other related duties as assigned.

Regular and reliable attendance at the physical workspace is required.

**DISTINGUISHING FEATURES**

The Animal Protection Deputy is a standalone, non-supervisory classification distinguished by the requirement to provide animal care and control services and enforce state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals. The Animal Protection Deputy may be required to perform duties in accordance with laws and ordinances with only general instructions.

**WORK ENVIRONMENT**

The Animal Protection Deputy performs the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. Work involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. Work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to callbacks. Out of state travel may be required to attend external training and conferences.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

* RCWs, WACs, and County ordinance as they apply to animal control.
* County roads, geographic locations and physical addresses.
* Animal identification, behavior and control methods and techniques.
* Traffic and safety laws.
* Principles, practices and associated terminology of the criminal justice system.

**Skill in:**

* Applying basic principles of public relations.
* Obtaining information through interview and observation.
* Preparing clear and comprehensive written reports and other required documentation.
* Dealing tactfully and courteously with the public.
* Using independent judgment in making appropriate decisions.
* Establishing and maintaining effective, productive and cooperative working relationships, both inter- and intra-departmental and with other agencies and jurisdictions.
* Preparing complex documents.
* Operating and utilizing various department-maintained electronic databases and electronic equipment or other specialty equipment used in investigations.
* Making presentations to the public and to community groups.
* Applying and explaining applicable laws, codes and ordinances, and procedures.
* Exercising judgment, tact, and courtesy in sensitive or controversial situations.
* Maintaining composure and acting quickly and effectively in an emergency.
* Communicating effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

**Ability to:**

* Successfully complete the *Animal Control Officer Academy* or equivalent training within six months of hire.
* Drive a County vehicle, including cars, trucks, and vans.
* Physically apprehend, control, and contain animals which includes using digital dexterity; running; maneuvering quickly on foot; walking; twisting; balancing; climbing; crawling; kneeling; bending; stooping; crouching; and reaching; lifting, carrying, dragging, pushing, and pulling up to 70 pounds.
* Effectively communicate with citizens which includes standing, sitting, talking, hearing, and seeing.
* Meet the travel requirements of the position.
* Represent Thurston County in the community in a manner that is consistent with Thurston County’s policies.
* Understand and follow written and verbal instructions.
* Effectively manage work time and work independently with minimal supervision.
* Work effectively as a member of a team.
* Work a flexible schedule, which may include evenings, weekends or overtime.
* Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

**MINIMUM QUALIFICATIONS FOR RANKING ON THE ELIGIBILITY LIST**

* Minimum age of 18 years at time of appointment.
* High school diploma or GED.
* Pursuant to RCW 41.14.100, must be a US citizen or lawful permanent resident, able to speak, read, and write the English language.
* Must hold or obtain valid Washington State Driver's license.
* Acceptable scores on a Civil Service examination based on knowledge, skills, and abilities.

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