

OPEN



**ANIMAL PROTECTION
OFFICER
Posting No. 13-087**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: July 15, 2013
CLOSING DATE: August 9, 2013, 4:30 p.m.
FLSA STATUS: Non-Exempt

SALARY RANGE: \$15.29 - \$20.63/hour
(\$2,485 - \$3,353/month)
DEPARTMENT: Spokane County Regional
Animal Protection Services

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

NOTES: Current vacancy will begin as an extra help position (no benefits) approximately 11/1/13. After successful completion of training program, employee will transfer to a regular position with benefits (effective 1/1/14).

Schedule may include weekend work and requires after hours emergency call-out (employee will receive specialty on-call pay once fully trained to begin on-call duties).

Preferred education/experience: excellent judgment, conflict resolution, communication (written and verbal) and animal handling skills; college-level coursework a plus.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Supplemental Application
- Resume
- Cover Letter
- References

FAILURE TO SUBMIT THE APPLICATION MATERIALS LISTED ABOVE, MAY ELIMINATE YOUR APPLICATION FROM CONSIDERATION.

VETERAN'S PREFERENCE

Veteran's preference is available to candidates who meet certain criteria. If you feel you may be eligible, please complete a Spokane County Veteran's Preference Application form and submit with other required application materials.

EXAMPLES OF DUTIES

See other side for important additional information

Captures, lifts, carries and detains stray and/or vicious animals.

Writes and executes search warrants.

Collects evidence.

Uses a computer aided dispatch system.

Writes clear and objective reports, participates in court case preparation and testifies in court and administrative hearings.

Answers questions, enforces ordinances and regulations and negotiates with the public in hostile situations.

Issues citations to offenders.

Picks up and transports dead and injured animals.

Operates a 2-way radio and communicates with dispatcher while handling assigned calls.

Patrols areas for ordinance violations.

Assists other animal protection officers, law enforcement agencies and others as necessary with emergency situations.

Investigates and resolves animal cruelty/neglect complaints, dangerous dog violations and other violations of a serious nature.

Investigates and resolves neighborhood animal nuisance complaints.

Communicates with complainants, victims and/or suspects.

Maintains assigned equipment. Operates a department vehicle.

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

Uses a computer regularly for report writing, CAD, documenting call notes, entering data when impounding animals, looking up licenses, researching prior violations, etc.

Euthanizes animals as required by departmental policy and loads animal crematorium.

Sells pet licenses.

Works a schedule which may include weekend work; participates in a mandatory emergency on-call rotation, which may include call-outs on evenings, weekends and holidays.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

High school diploma or GED and two (2) years of any combination of education, training and/or work experience which includes working with the public, conflict resolution and animal care and handling. Prefer a background in law enforcement.

RESIDENCY REQUIREMENT: Due to the on-call requirement of this classification and the frequency of subsequent responses to emergency situations, employees are required to reside within 30 minutes* of normal driving time from the regional shelter. This requirement decreases operational costs and increases operational efficiency and effectiveness. Additionally, because Animal Protection Officers utilize a County vehicle when on-call, employees are required to live within the boundaries of Spokane County (Spokane County Vehicle Use Policy 630).

SPECIAL REQUIREMENTS: Applicants selected for Animal Protection Officer positions will be required to successfully complete the Washington State Board of Pharmacy legend drug certification within six (6) months. Candidates must be commissioned by the

Spokane County Sheriff within six (6) months of appointment. Commission must be maintained throughout term of employment. Candidates must successfully pass an integrity interview and a thorough background investigation.

LICENSE: Valid, lawful driver's license maintained throughout term of employment.

* as calculated by <http://www.mapquest.com/>

SELECTION FACTORS

Knowledge of:

- law enforcement procedures as needed to perform the duties of the job.
- applicable laws, ordinances and codes.
- animal behavior and characteristics of various breeds.

Ability to:

- care for and treat animals in a humane manner under a variety of situations.
- handle frequent contact with hostile and abusive members of the public.
- use GPS, read maps, prioritize field calls.
- deal courteously but firmly with citizens when enforcing county ordinances and state code; be impartial to both sides of an issue and make fair and sound decisions.
- understand and effectively carry out oral and written instructions.
- act quickly and calmly in emergency situations.
- perform strenuous manual tasks in the handling of animals.
- work in conditions of extreme stress.
- be exposed to the possibility of animal attack while handling stray, injured, vicious and/or dangerous animals.
- compose relevant reports sufficient in clarity to be admitted as evidence in a court of law.
- communicate effectively both orally and in writing with people of various socioeconomic,

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

ethnic and cultural backgrounds, often where relations may be confrontational or strained.

- establish and maintain effective working relationships with volunteers, supervisors, staff, representatives of other agencies, special interest groups and the general public.
- participate in a required emergency and on-call rotation schedule.

Skilled in the use of personal computer and software related to performing the duties of the job, including demonstrating a proficient typing speed (minimum of 30 WPM).

Physical requirements include:

- frequently lifting over 50 pounds
- walking, running and working outdoors in inclement weather.
- performing those physical maneuvers necessary in controlling animals.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

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