

**ISLAND COUNTY CIVIL SERVICE COMMISSION**  
P. O. BOX 5000 - COUPEVILLE, WA 98239-5000  
360-678-7975 – Please leave a message.  
Email Address: l.meehan@co.island.wa.us

**CIVIL SERVICE EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET**

**.50 ANIMAL CONTROL OFFICER**

DEPARTMENT: ANIMAL CONTROL, ISLAND COUNTY SHERIFF'S DEPARTMENT  
OPENING DATE: October 1, 2015  
CLOSING DATE: Wednesday, November 18, 2015. Applications must be received and date stamped or postmarked by 11/18/15.  
SALARY: PAY GRADE NR-7 -- \$16.36 per hour  
\$12,000. Life insurance. Eligible for PERS retirement.  
HOURS OF WORK: Part-time - .50 position/20 Hours per week. Assigned flexible schedule, may include evenings, weekends, holidays and overtime.

**Read this announcement in its entirety. It contains information about the application and Civil Service Examination process that is necessary for a complete application.**

Employee in this position is expected to perform day to day duties specific to an Animal Control Officer as assigned. See attached Job Description. Qualified applicants will participate in the Civil Service Examination process.

An Eligibility Register will be established as a result of the Civil Service Examination. Applicants will be placed on the list in rank order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with Island County Civil Service Rules. Vacancies are filled by the Civil Service "rule of three" with the top three candidates forwarded to the appointing authority for interview and background investigation, which may include a medical physical, behavioral assessment and polygraph, prior to employment.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals. Must have ability to drive a County vehicle, including cars, trucks or vans.

**MINIMUM REQUIREMENTS TO APPLY:**

- Two (2) years of field experience providing Animal Control and/or Law Enforcement services.
- Law Enforcement Reserve Academy and Academy training desired; or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Additional training or course work in law enforcement and/or experience with animals in an animal control environment may be considered toward meeting the above experience requirement. Successful completion of the WSCJTC Animal Control Officer Academy is highly desirable.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

**If selected for certification from an Eligibility Register, you will be required to meet the following SPECIAL REQUIREMENTS and satisfactorily complete a one-year probation period.:**

- Ability to successfully complete an Island County Sheriff's Office background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to employment.
- A valid Washington State driver's license and satisfactory driving record is required.

**TO OBTAIN AN APPLICATION PACKAGE:**

An electronic version of the application package can be found on the Island County Human Resources website - <http://www.islandcounty.net/humanresources/employment.htm>. Application packages may also be obtained at the Island County Human Resources Office on the Coupeville Campus. If you obtain your application package from the Human Resources office, please contact the Civil Service Secretary at [l.meehan@co.island.wa.us](mailto:l.meehan@co.island.wa.us) with your email address so that you may be notified of updates or changes to the examination process.

**APPLICATION PROCESS:**

Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process. Be sure to answer each question fully and clearly. Applications must be signed in ink. Pages that require a witness must be completed and signed - a Notary is NOT required. Be sure that your email address is legible. Unsigned or incomplete applications will not be accepted.

Your application should contain your complete work history, complete educational history, including courses of study and your complete history of training courses that directly affect your ability to perform as an Animal Control Officer. If applicable, include all military training courses. A copy of your military discharge form DD 214 Member Copy 4 is required if you are claiming Veterans' Scoring Criteria Status.

**All notifications regarding the Civil Service Examination process, including testing dates, times, scores and canvass for availability will be sent to you by email, unless you express a preference otherwise by written notice.**

After your application package has been reviewed and accepted, you will be notified, by email, as to when the Civil Service examination will be administered. Candidates who qualify will be scheduled for an oral board.

Your complete application package should be returned by U. S. mail to:

Island County Civil Service Commission  
Attn: Linda Meehan, Chief Examiner  
P.O. Box 5000  
Coupeville, WA 98239-5000

No faxed or electronic applications will be accepted. Applications must be received and date stamped or postmarked by 11/18/15.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## **JOB DESCRIPTION**

### **ANIMAL CONTROL OFFICER**

**Pay Grade: NR 7**

Position: 40820007

**ORGANIZATION NAME: ISLAND COUNTY SHERIFF'S DEPARTMENT**

**DEPARTMENT: ANIMAL CONTROL**

**DEPARTMENT JOB TITLE: ANIMAL CONTROL OFFICER**

**GENERAL FUNCTION:** This position is expected to perform day to day duties specific to an Animal Control Officer as assigned. Incumbents enforce state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals. Work is performed primarily in the field. Incumbents must be sensitive to potential community reaction to operational activities.

**SUPERVISION RECEIVED AND EXERCISED:** This position exercises considerable independent judgment within the established scope of responsibilities and authorities to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. This position is supervised by the Animal Control Supervisor.

#### **ESSENTIAL FUNCTIONS:**

1. Interpret and enforce federal and state laws and county ordinances pertaining to animals and the safety, health and welfare of the public and assure human treatment of animals.
2. Respond to citizen calls for services, complaints and help to resolve 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.
3. When the owner cannot be located, control of stray horses, cattle, etc., causing a nuisance or risk of accident.
4. Complete bite reports for the Island County Health Department.
5. Issue warnings and serve criminal citations, civil infractions and/or civil notices as indicated. Assist Prosecuting Attorneys as required in cases or issues involving animal care and control. Provide testimony in court cases.
6. Create, monitor and maintain case files. Keep statistical data and prepare written and verbal reports as required.
7. Provide technical information to animal owners, the general public, persons involved in enforcement action and attorneys.
8. Represent the Sheriff's Department at public meetings concerning issues as directed.
9. On call and shift work may be required.
10. Maintain regular, predictable and punctual attendance during regularly scheduled work hours at, assigned worksite. Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

11. Perform the physical requirements of the position; work within the established working conditions of the position.
12. Operate Animal Control vehicles; perform routine minor vehicle maintenance.
13. Perform related duties as assigned.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, 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.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals. Must have ability to drive a County vehicle, including cars, trucks or vans.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Federal, state and local laws, codes and regulations pertaining to animal control
- Use and care of equipment related to humane animal control procedures
- Basic principles of public relations and community education strategies
- Investigative methods and techniques
- Principles, practices and associated terminology of the criminal justice system
- Animal identification, behavior and control methods and techniques
- Skilled in keyboard and computer use for operating required automated systems and processing associated paperwork
- Ability to deal effectively with and gain cooperation of the public under stressful conditions; communicate effectively, both verbally and in writing to audiences of various social, educational and economic backgrounds.
- Ability to read, interpret and implement ordinances, codes, laws and established policies and procedures. Understand and follow written and verbal instructions.
- Ability to exercise sound judgment under hostile and stressful situations and to solve problems in a professional and objective manner.
- Ability to establish and maintain effective working relationships with Sheriff's Office personnel, other

county officials, personnel of other agencies, and the general public; interact with others with tact and diplomacy

- Ability to prepare documents, give clear and comprehensive reports, and provide required documentation of activities
- Ability to use independent judgment in making appropriate decisions.
- Ability to operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations
- Ability to make presentations to the public and to community groups
- Ability to maintain composure and act quickly and effectively in an emergency

**MINIMUM REQUIREMENTS TO APPLY:**

- Two (2) years of field experience providing Animal Control and/or Law Enforcement services
- Law Enforcement Reserve Academy and Academy training desired; or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Additional training or course work in law enforcement and/or experience with animals in an animal control environment may be considered toward meeting the above experience requirement. Successful completion of the WSCJTC Animal Control Officer Academy is highly desirable.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

**SPECIAL REQUIREMENTS:**

- Ability to successfully complete an Island County Sheriff's Office background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to employment.
- A valid Washington State driver's license and satisfactory driving record is required.



# APPLICATION FOR EMPLOYMENT

## EQUAL OPPORTUNITY STATEMENT

Equal opportunity is the policy of this employer and employment opportunities will NOT be limited because of race, color, religion, sex, marital status, veteran status or nationality and will be so applied. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement. The employer abides by the principles of the Age Discrimination in Employment Act (ADEA) and does not unlawfully discriminate on the basis of age (40 and over). This employer complies with the Americans with Disabilities Act (ADA) and will make a reasonable accommodation to a worker or applicant with a known disability when requested to make an accommodation.

## DRUG POLICY

It is the policy of this employer to maintain a drug free work place. If you are affected by or become an abuser of drugs or alcohol you may ask your supervisor or department head for help. Employees who are observed to be illegally in possession of, using, or under the influence of controlled substances (drugs) or alcohol in the work place shall be subject to discipline, which may include termination.

(PLEASE PRINT)

Position(s) Applied for		Date of Application	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone Number(s)		Email Address	

- If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No
- Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_
- Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_
- Are you currently employed?  Yes  No
- May we contact your present employer?  Yes  No
- Are you prevented from lawfully becoming employed in this county because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*
- On what date would you be available for work? \_\_\_\_\_
- Are you available to work: (check all that apply)  Full Time  Part Time  Shift Work  Temporary
- Are you currently on "lay-off" status and subject to recall?  Yes  No
- Can you travel if a job requires it?  Yes  No
- Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment*  
 If Yes, please explain \_\_\_\_\_

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## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

## OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience, and indicate any foreign language you can speak, read or write.

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## SPECIALIZED SKILLS    Check Skills/Equipment Operated

<input type="checkbox"/> Fax	<input type="checkbox"/> Microsoft Excel	Production/Mobile or Construction Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3		
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____
<input type="checkbox"/> Microfiche		_____	_____
<input type="checkbox"/> Microsoft Word		_____	_____
<input type="checkbox"/> Microsoft Access		_____	_____

Describe any job-related training received in the United States Military.

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate age, race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	<u>Dates Employed</u>		Work Performed
		From	To	
	Address			
	Telephone Number(s)	<u>Hourly Rate/Salary</u>		
		Starting	Final	
	Reason for Leaving			
2.	Employer	<u>Dates Employed</u>		Work Performed
		From	To	
	Address			
	Telephone Number(s)	<u>Hourly Rate/Salary</u>		
		Starting	Final	
	Reason for Leaving			
3.	Employer	<u>Dates Employed</u>		Work Performed
		From	To	
	Address			
	Telephone Number(s)	<u>Hourly Rate/Salary</u>		
		Starting	Final	
	Reason for Leaving			
4.	Employer	<u>Dates Employed</u>		Work Performed
		From	To	
	Address			
	Telephone Number(s)	<u>Hourly Rate/Salary</u>		
		Starting	Final	
	Reason for Leaving			

**IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER**

**List professional, trade, business, or civic activities and offices held.**

*You may exclude membership which would reveal age, race, color, religion, gender, marital status, national origin, disabilities or other protected status.*

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## APPLICANT SIGNATURE, AUTHORIZATION AND AGREEMENT

I, the below signed, make this application as an inducement to this Employer to employ Applicant. I have read this completed application, including Equal Opportunity Statement and I certify that entries made by me are without omission and are a full, truthful account of my present and past stations. I authorize and give the right to this Employer to make a thorough, vigorous investigation of all entries made on this form by me and other materials I have provided. By my signature I release any and all parties from any and all liability for any and all statements, writings, conversations or communications of any form, with this Employer regarding any entry on this form and other material I have provided. Any false or misleading statement or entry on this form and other material I have provided is cause sufficient for my immediate termination, if I am employed.

### **NO CONTRACT**

I understand that if employed, I am employed **AT WILL** and that no contract between myself and this Employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right at any time.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards. I agree to abide by Employer's rules and policies including the prohibition against any form of sexual or other harassment of another employee or citizen. I agree to abide by the Equal Opportunity Statement and Drug Policy printed on the first page of this application. I agree to participate in Employer sponsored benefit programs. My signature certifies that I have read this application in detail and am in complete agreement with the contents.

Signature of Applicant

Date

**ISLAND COUNTY CIVIL SERVICE COMMISSION  
P. O. BOX 5000  
COUPEVILLE, WA 98239-5000**

For questions regarding the Civil Service process contact Chief Examiner Linda Meehan  
l.meehan@co.island.wa.us or phone 360-678-7579.

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**AUTHORIZATION TO RELEASE INFORMATION**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Print Name of Applicant Date

I authorize any person, corporation, company, agency or other entity, whose name and address I provided in my application or other materials I have provided to Island County Washington, to release information.

**AUTHORIZATION**

I, the above named applicant, the below signed, do hereby authorize the receiving person, corporation, company or other entity to FULLY AND COMPLETELY DISCLOSE any and all facts regarding my employment, character, work habits, skills, or other employment oriented information requested by this Employer, or their agents, who bears this authorization and to whom I have provided with your Name and Address as a reference.

**RELEASE**

I the above applicant, the below signed, hereby **RELEASE AND HOLD HARMLESS** the above referenced person, corporation, company or other entity receiving this release from any and all possible damages, direct or consequential, immediate or remote, of all forms or types, that I may sustain or allege to sustain by virtue of the above named person, corporation, company or other entity from complying with my request to fully and competently comply with the investigation, inquiry or interest of this Employer to whom I have made an Application of Employment and is the bearer of this Authorization. I have given my consent to reproduce this release and such copy shall be considered to be the original for all purposes whether such copy by photo reproduction or an electronically transmitted facsimile.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

Witness Address \_\_\_\_\_  
\_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Veterans' Preference / Scoring Criteria Status

**RCW 41.04.010 provides for a veterans' scoring criteria status to be added to the passing grade of certain veterans. If you believe that you are eligible to be considered for such preference you should complete the following questionnaire, by checking statements that apply to you.**

I hereby certify that I have been released from active duty and I received an honorable discharge, received a discharge for physical reasons with honorable record, and have been released from active military service with evidence of service other than that for which an undesirable, bad conduct or dishonorable discharge was issued.

\_\_\_ Yes \_\_\_ No RCW 41.04.007 "Veteran" defined for certain purposes. <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.007>

IF YOU ANSWERED "NO" TO ABOVE, DO NOT COMPLETE THIS FORM

Have you used Veterans' Scoring Criteria Status in obtaining a previous position ? \_\_\_ Yes \_\_\_ No

RCW 41.04.010 "In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions, or employment, either the state, and all of its political subdivisions and all municipal corporations, or private companies or agencies contracted with by the state to give the competitive examinations shall give a scoring criteria status to all veterans... " The Scoring Criteria Status available to a Veteran can only be used "until the veterans' first appointment", once the appointment is made, the credit is no longer available.

RCW 41.04.010 Veterans' scoring criteria status in examinations <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.010>

IF YOU ANSWERED "YES" TO ABOVE, DO NOT COMPLETE THIS FORM

#### Scoring Criteria Status Claimed for Competitive Examinations: (please check one)

\_\_\_\_\_ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement.

\_\_\_\_\_ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement.

\_\_\_\_\_ Five percent (5%) to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. Available for first promotional exam only.

All veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

I hereby certify that, to the best of my knowledge, I am entitled to veterans' scoring criteria status as set forth in RCW 41.04.070 and RCW 41.04.010 and that by falsely claiming veterans' scoring criteria status, I will be disqualified from employment with Island County. I certify that I have not received a previous employment appointment with the use of veterans' scoring criteria status. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' scoring criteria status is sufficient cause for dismissal.

**A copy of my DD-214 accompanies this form or was provided with my application.**

Applicant Signature: /s/ \_\_\_\_\_