



## City of West Richland Employment Opportunity

### POSITION: Animal Control Officer – Police Department

**ABOUT THE CITY:** Commonly known as a bedroom community, West Richland is a fast-growing city with over 12,000 residents located in the southeastern part of Washington State along the Yakima River. The City of West Richland is a successful and vibrant community that provides a solid foundation for exceptional neighborhoods, excellent educational opportunities and prosperous businesses. The City's commitment to excellence enhances the distinctive and superior quality of life enjoyed by its business owners and residents.

**DESCRIPTION:** An eligibility list is being established for a part-time Animal Control Officer (ACO) for the City of West Richland. This position is non-exempt, part-time, 30 hours per week. Shift work and weekend work will be required.

The ACO is an officer of limited law enforcement commission authority. The ACO performs patrol and investigation work limited to the enforcement of animal control ordinances and statutes; and oversees the care, maintenance and disposition of animals held by the City of West Richland.

#### KEY DUTIES:

(Duties are illustrative and not inclusive and may vary with individual assignment. Refer to Job Description for additional information.)

- Performs field work in the enforcement of animal control ordinances and animal control statutes. Position requires driving animal control vehicle, walking long distances, running and working outdoors for extended periods.
- Performs office work in maintaining related documents and records, including processing daily payments, completing daily logs, printing notices, data entry, and filing. Ability to use all office equipment including personal computer, copy machine and multiple phone lines.
- Apprehends stray animals and responds to complaints involving stray dogs, barking dogs, or stray animals or reports of alleged cruelty.
- Investigates incidents and prepares written reports of investigations.
- Transports injured animals to veterinary clinic for treatment and attempts to locate owner.
- Removes animal carcasses from public roads and property and transports animal carcasses for disposal.
- Issues warning notices, notices of infraction and criminal citations for violations of animal control ordinances or statutes.

- Posts animal photo and information using internet, paper and other media to reunite pets and owners or foster adoption leads.
- Coordinates with other part-time employees, temporary employees and volunteers for kennel cleaning assistance.
- Attends criminal and civil hearings pertaining to animal control violations, ordinances or statutes.
- Attends training as directed and maintains any and all certifications applicable to the position.
- Performs other duties as assigned by the Chief or his designee.

**QUALIFICATIONS:**

**Education and Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Other Criteria:** *(In addition to Minimum Criteria)*

Ability to operate a hand-held computer, a personal computer and software to enter data, access computer files, compile and generate reports.

Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance

Ability to use and operate a motor vehicle, portable radio, catch poles, chemical capture equipment, animal traps, Taser and pepper spray.

Ability to work with and account for controlled medications, money and terms of value.

Applicant must be free from disqualifying criminal history, such as felony convictions or misdemeanor convictions which prohibits possession of dangerous weapons, cruelty to animals or crimes of deception.

**Licenses:**

Valid driver's license and safe driving record, free from DUI, prohibitive negligent or reckless driving behavior for three years.

**Physical Requirements and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds and sometimes heavier weights depending on the size of the animal. The employee must be able to exert the physical effort required to handle large and/or injured animals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places, and is occasionally exposed to wet or humid conditions. The employee is occasionally exposed to animal fluids, waste, dirt, water or other materials generally defined as filth. Noise level is moderate to occasionally very loud.

**COMPENSATION AND BENEFITS:** This is a part-time, non-exempt position with partial benefits.

- Current salary range \$16.51 to \$19.74 per hour DOQ.
- State of Washington Public Employees' Retirement System (PERS).
- Pro-rated paid holidays
- Pro-rated paid sick leave
- Pro-rated paid vacation leave

**TO APPLY:** Interested and qualified persons are invited to submit a complete City Application and résumé to:

City of West Richland  
Attention: Human Resources Specialist  
3801 W. Van Giesen  
West Richland WA 99353

A résumé does not replace the application form found at [www.westrichland.org](http://www.westrichland.org). Click on Employment Opportunities, and download our employment application.

Employment Application and Job Description are also available at City Hall, Monday – Friday 8:00 a.m. to 5:00 p.m.

**APPLICATION DEADLINE:** Apply by 4:30 p.m., October 10, 2012.

The City of West Richland has a policy prohibiting smoking in the workplace.  
We are an Equal Opportunity Employer.