



# UNION COUNTY SHERIFF'S OFFICE

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**Boyd Rasmussen, Sheriff**

## NOTICE OF JOB OPENING

Recruitment is open to all current Union County employees that meet the qualifications and will be used to fill potential openings that may occur in the next six months to one year.

DEPARTMENT: Union County Sheriff's Office

POSITION: .7FTE (28 hours per week) Animal Control Deputy Position

OPENING DATE: May 31, 2017

CLOSING DATE: June 15, 2017

SALARY: Range 13: \$2,099-\$2,551 per month

Applicants must be 21 years of age and a high school graduate or equivalent and must possess a valid Oregon driver's license

Candidates selected to continue in the hiring process must successfully pass oral interview, criminal background check, physical & drug screening. Applications may be picked up at the Sheriff's Office and turned into the Sheriff's Office. Closing date for receipt of applications will be 5:00 p.m. on Thursday, June 15, 2017.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

# UNION COUNTY

## Job Description

JOB TITLE: Animal Control Officer

DEPARTMENT: Sheriff's Office

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PURPOSE OF POSITION: Implement the Animal Control Program and enforce County Animal ordinances, regulations, and applicable state laws.

### ESSENTIAL JOB FUNCTIONS:

Responds to citizen complaints and inquiries regarding animals.

Investigates reports of animal abuse and neglect and takes appropriate action.

Catches and impounds dogs or other animals which are at large in the community.

Issues warning and citations as needed.

Provides educational programs and materials throughout the county.

### AUXILIARY FUNCTIONS:

Assist patrol deputies in traffic control or other areas as necessary.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

### JOB QUALIFICATION REQUIREMENTS:

Graduate of high school or GED equivalent. Previous experience in law enforcement and/or experience in dealing with animals. Must pass personal history and background check.

### DESIRABLE REQUIREMENTS:

Ability to learn factual material, such as ordinances and laws which pertain to animals

Ability to learn street locations and county geography within a reasonable period of time.

Able to keep accurate records and prepare written reports.

Ability to understand oral and written instructions and act upon them accordingly.

Ability to operate assigned equipment skillfully and in accordance with applicable law.

Ability to exercise good judgment, courtesy, firmness and tact when dealing with the public and establish and maintain harmonious working relationships with other organizations, agencies and their officials and employees.

### SPECIAL REQUIREMENTS/LICENSES:

Possess a valid Oregon's driver's license.  
Certified in CPR and Basic First Aid.  
Certified in the use of firearms and defensive tactics.

### PHYSICAL DEMANDS OF POSITION:

Position requires the ability to lift up to 100 lbs. when impounding animals. May require dealing with animals which are aggressive or injured. May require a great deal of bending, grasping and the ability to move quickly while attempting to catch animals to be impounded.

### WORKING CONDITIONS:

Position requires working outdoors in all types of weather conditions. May require the individual to work in situations that are dirty and uncomfortable. May require handling animals that are sick or injured and perhaps aggressive as a result.

### SUPERVISION REQUIREMENTS:

Supervision of other personnel is not normally a requirement for this position.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Patrol Sergeant.