

City of Seattle

Animal Control Officer II

SALARY	\$38.37 - \$44.79 Hourly	LOCATION	15th Avenue West, WA
JOB TYPE	Classified Civil Service, Regular, Full-Time	JOB NUMBER	2023-02080
DEPARTMENT	Finance and Administrative Services	OPENING DATE	11/28/2023
CLOSING DATE	1/2/2024 4:00 PM Pacific		

Position Description

Do you want to join a nationally recognized agency working at the forefront of the animal control field? Come join the [Seattle Animal Shelter's \(SAS\)](#) dynamic and progressive team as an Animal Control Officer!

The City of Seattle seeks a compassionate and experienced professional for the position of **Animal Control Officer II (ACOII)**. A team of Animal Control Officers enforce animal related ordinances within the City of Seattle. Officers also participate in community outreach, working with the shelter's many resources to assist Seattle citizens and their pets. A shift can include a wide variety of call types from enforcement to education to wildlife rescue and everything in between!

SAS is part of the Finance and Administrative Services (FAS) is the backbone of the City of Seattle and a [dynamic organization \(Download PDF reader\)](#) comprised of eleven divisions and 450+ employees that provides \$375 million a year in services to the City through an [exciting portfolio of lines of businesses](#). FAS is a collaborative workplace with collective accountability to [promote equity, respect, civility, integrity, inclusiveness and fairness \(Download PDF reader\)](#) for all employees.

Job Responsibilities

- Patrols assigned area driving an Animal Control vehicle to enforce animal control ordinances, related laws, and regulations.
- Investigates complaints of non-compliance with City animal ordinances. This includes but is not limited to dangerous animals, animal cruelty and welfare, violations of leash, scoop, and noise ordinances. Officers must record detailed statements from all involved parties, photograph injuries, incident, scene, and animals involved.
- Writes reports documenting investigations, observations, statements, timelines, and evidence.
- Issues citations when appropriate for observed and witnessed violations. Patrols city parks for violations of the leash, scoop, and licensing laws.
- Participates in court case preparation and testifies in court and administrative hearings on both infraction and criminal level cases.
- Answers questions and explains ordinances, policies, and requirements to the public and other agency members.
- Provides excellent and professional customer service in emotional and stressful situations.
- Diffuses tense encounters with hostile and/or abusive members of the public.
- Handles, impounds, and transports animals that may be fearful or aggressive, including wildlife.
- Safely operates large F350 truck in a busy urban setting on a daily basis and in stressful situations.

- Educates citizens, school groups and other agencies on animal care, safety, and welfare.

Qualifications

Minimum Qualifications:

- Two (2) years of full-time professional animal care and treatment experience, at least one (1) year of which is in assisting a licensed veterinarian; *or*
- One (1) year of full-time professional animal care and treatment experience and one (1) year of law enforcement background; *or*
- One (1) year of field experience equivalent to an Animal Control Officer II

(Or a combination of training and experience which provides an equivalent background required to perform the work of the class.)

Work Environment/Physical Demands:

- Frequently has contact with hostile or abusive members of the public.
- Frequently has contact with individuals experiencing mental crisis.
- Required to work nights, weekends and/or holidays.
- Required to work outdoors in all types of weather.
- Exposed to possibility of animal attack in the handling and treatment of injured or stray animals; occasional physical exertion is necessary to capture and detain animals.

License, Certification, and Other Requirements:

- Current, valid Driver's License
- Special Police Commission with annual renewal

Desired Qualifications:

- Three or more years of full-time professional animal care and treatment experience.
- Knowledge of safe handling and transporting of dangerous, sick, or injured animals.
- Able to lift 50 pounds independently (on occasion, able to lift over 50lbs with the use of provided equipment as needed, or assistance from another officer).
- A satisfactory driving record and ability to safely drive a one-ton vehicle in a crowded urban setting.
- Ability to type and utilize Microsoft Office and other software programs, Pet Point knowledge a plus.
- Excellent oral and written communication skills.
- Ability to work independently, think critically, and exercise good judgment.
- Experience conducting investigations and writing reports.
- Washington State Certified Euthanasia Technician.
- Willingness and ability to work as a team with a diverse group in a multi-unit agency.
- NACA or similar national animal welfare training certifications.

Additional Information

The full pay range for this step-progression position is \$38.37 - \$44.79 per hour. New employees begin at Step 1 of the pay progression, which is \$38.37 hourly. Current City employees' starting rate of pay will be based on Personnel Rules regarding promotions.

APPLICATION PROCESS:

For optimal consideration, please include a cover letter and resume with your application. We encourage you to use your cover letter to discuss why you want to do this work and how you meet the qualifications for the position. Your resume

should summarize the talent, experience, knowledge, and skills you bring to this work.

Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Background Check/Pre-Employment Physical: Applicants must successfully pass a background check, pre-employment physical exam, and pre-placement driving record check, which will be conducted in accordance with Seattle's Fair Chance Employment Ordinance, SMC 14.17. Applicants will be given a chance to explain or correct background information and provide verifiable information of good conduct and rehabilitation.

Special Police Commission:

Employment is contingent on successfully passing an extensive background check for a Special Police Commission and maintaining the commission through an annual renewal process.

Why work at the City of Seattle?

The [City of Seattle](#) recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental, vision, life and long-term disability insurance for employees and their dependents. More information about employee benefits is available on the City's website at: <https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>.

Agency

City of Seattle

Address

Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, Washington, 98104

Website

<http://www.seattle.gov/jobs>

Animal Control Officer II Supplemental Questionnaire

***QUESTION 1**

After reading the information about obtaining a Special Police Commission I feel I will be able to acquire and maintain the commission.

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you currently have, or will you be able to obtain by the time of hire, a valid WA State Driver's License?

- ☐ Yes, I currently have a valid WA State driver's license
- ☐ I don't currently have a valid WA State driver's license, but I will be able to obtain one by the time of hire
- ☐ No, I do not have and will not be able to obtain a valid WA State driver's license by the time of hire

***QUESTION 3**

Which best describes your full-time (approximately 40 hours per week) professional or volunteer experience providing treatment and care to animals, not including personal pets?

- ☐ No experience
- ☐ Less than 1 year
- ☐ At least 1 year but less than 2 years
- ☐ At least 2 years but less than 3 years, 3+ years
- ☐ 3+ years

***QUESTION 4**

How many years of full-time (approximately 40 hours per week) experience do you have assisting a licensed veterinarian?

- ☐ No experience
- ☐ Less than 1 year
- ☐ At least 1 year but less than 2 years
- ☐ 2+ years

***QUESTION 5**

Where did you gain your experience or education that is most closely related to the work of the Animal Control Officer II position? (Check all that apply)

- ☐ Veterinary clinic or hospital
- ☐ Animal shelter or rescue
- ☐ Animal control within a municipality or other public sector
- ☐ Vocational school
- ☐ Animal boarding facility
- ☐ Other

***QUESTION 6**

Which types of animals have you regularly worked with as a part of your professional or volunteer experience? (Check all that apply.)

- ☐ Dogs
- ☐ Cats
- ☐ Pocket pets
- ☐ Wildlife
- ☐ Farm animals
- ☐ Aquatic or marine life
- ☐ I do not have professional or volunteer experience working with animals

***QUESTION 7**

How many years of experience do you have working in law enforcement?

- ☐ No experience in law enforcement
- ☐ Less than 1 year of experience
- ☐ 1 year or more

***QUESTION 8**

Which best describes your experience conducting investigations including interviewing and writing final reports?

- ☐ I have not conducted investigations
- ☐ I have conducted investigations on a limited basis
- ☐ I regularly perform investigations independently

***QUESTION 9**

Please type the job title and the primary responsibilities of your job experience that most closely match the Animal Control Officer II position.

***QUESTION 10**

I understand this job requires occasional exposure to sick, injured and/or aggressive animals and that I may be subjected to animal attack or zoonotic disease.

- ☐ Yes
- ☐ No

***QUESTION 11**

Are you able and willing to work a varied schedule including nights, weekends, and holidays?

- ☐ Yes
- ☐ No

*** Required Question**