

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Animal Control Officer	Job Code:	07030
Department:	Sheriff's Office	Pay Grade:	Sheriff 08
Reports to:	Patrol Commander	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

Job Summary: Under general supervision of the Flathead County Patrol Commander, enforces County ordinances governing the control of animals; responds to citizens' requests and complaints regarding Animal Control problems; and does related work as assigned.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Enforces the County ordinances pertaining to the control of animals; pick up and impound animals found running at large in the County in violation of any ordinance; investigates complaints on animals; prepares reports on investigations; patrols County areas; issues citations for violations of animal control ordinances and applicable state law.
- Participates in the proper care of impounded animals.
- Responds to requests from law enforcement agencies to pick up animals. Assist requesting patrol deputies as needed.
- Makes appropriate judgments of needed actions for a wide variety of situations, and adapts responses according to established departmental policy. Uses sound, professional judgment and relies on training and common sense to request assistance of other law enforcement officers, public health or safety officials, and/or medical personnel.
- Carries a department approved handgun and department issued shotgun after demonstrating knowledge of FCSO Policy Manual on use of force and successfully passing a department firearms qualification course.

Non-Essential Functions:

- Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Must lift and carry up to 75 pounds.
- Work outside in varying temperature.
- Work in rough and uneven terrain.
- Exposure to danger and individuals in tense situations.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

Knowledge of:

- County laws, Montana Code Annotated, regulations and ordinances relating to animal control
- Proper care and feeding of animals
- Diseases and symptoms common to animals
- The geography and topography within the County jurisdiction
- The use and care of firearms

Skill in:

- Using a variety of tools and techniques for capturing and restraining animals
- Active listening, speaking, critical thinking, social perceptiveness, judgment, and decision making while interacting with the community in often tense and volatile situations
- Safely operating light-duty passenger vehicles

Ability to:

- Secure and maintain a valid Montana driver's license, proof of insurability, and safe driving record
- Operate a motor vehicle in all weather conditions
- Interpret and enforce laws, regulations, and ordinances
- Learn and accurately apply Animal Control policies
- Analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action
- Cope with stress situations firmly, tactfully, and with respect to individual rights
- Observe and remember details
- Care for and handle animals in an effective and humane manner
- Perform work requiring physical agility
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships with those contacted in the course or work
- Use traps and other restraint devices
- Communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling
- Type 35 wpm
- Take pre-exposure rabies vaccinations

- Pass the Montana Law Enforcement Physical Abilities Test (MPAT) as well as a written test.

Education and Experience:

- One year of experience in the care and handling of small domestic animals and in work requiring public contact; and
- Education equivalent to graduation from high school or GED; or
- Any equivalent combination of education and experience which indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	07/01/88	Commissioner's Minutes
Revised	06/15/00	Commissioner's Minutes
Revised	03/03/05	Commissioners' Minutes
Grade Change	9/20/2006	Commissioners' Minutes, per salary survey recommendation
Revised	10/20/2009	Commissioners' Minutes
Revised	12/01/2015	Commissioners' Minutes