

ANIMAL SERVICES LICENSE WRITER

DEFINITION

To canvass neighborhoods door-to-door to inquire about dog ownership; to instruct owners in licensing requirements; to write and issue renewed or new licenses; to issue citations for violations of dog licensing requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned professional and supervisory staff.

Trains extra help/volunteers engaged in writing dog licenses, and assigns areas for canvassing.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Makes neighborhood door-to-door contacts inquiring about dog ownership.

Instructs owner in license requirements.

Interviews dog owners to obtain information for completion of form for licenses; completes form and issues dog licenses.

Records all licenses written in the field or office; maintains records of dog licenses.

Distributes educational material to County residences, informing occupants of the County dog control ordinance.

Performs administrative support functions related to dog control and licensing as required.

Performs field enforcement of laws, rules and regulations related to dog license requirements; sells dog licenses to the public while in the field and collects payments.

Issues citations for violations of dog licensing requirements

Performs related duties as assigned.

LANE COUNTY
Animal Services License Writer (cont.)

MINIMUM QUALIFICATIONS

Knowledge of:

Animal regulation laws, rules, policies, procedures, and regulations.

Kennel operations and animal release policy.

Simple record keeping and math.

Ability to:

Learn County policies and procedures concerning impoundment, retention and release of animals.

Meet tactfully with the public while conducting door-to-door canvassing.

Write citations for failure to license.

Perform effectively in stressful situations.

Work evenings or weekend shifts as necessary.

Perform duties independently.

Coordinate the work of a small group of extra help/volunteers.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Effectively organize and prioritize work assignments.

Effectively understand and demonstrate sensitivity to diverse cultures and individuals.

Prepare and maintain simple records, data and reports.

Provide oral and/or written testimony in court if necessary.

Walk long distances on uneven terrain, sometimes in adverse weather conditions.

LANE COUNTY

Animal Services License Writer (cont.)

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of responsible experience working with the public, preferably in an animal shelter environment

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application, and a valid Oregon Driver's License at the time of appointment.