



LANE COUNTY  
F011  
Revised 09/21/01  
Updated 06/16/08  
Updated 08/22/17

## ANIMAL WELFARE OFFICER

**CLASS SUMMARY:** To perform animal field enforcement and protection activities; to provide humane animal care and control; and to perform related duties as assigned.

**CLASS CHARACTERISTICS:** This is the entry/journey level in the Animal Welfare Officer series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of animal services and field enforcement duties as assigned, with increasing independence. This class is distinguished from the Senior Animal Welfare Officer in that the latter has lead responsibility.

**SUPERVISION RECEIVED:** Receives general supervision from the animal services supervisor, and technical and functional supervision from a Senior Animal Welfare Officer.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1. | Performs field enforcement of animal regulation and protection laws, rules and regulations; sells dog licenses to the public while in the field; issues citations to violations of the law. |
| 2. | Presents oral and written testimony in court cases concerning enforcement of animal regulations.  |
| 3. | Responds to calls on complaints about animals.  |
| 4. | Captures and impounds stray, vicious or diseased animals.   |
| 5. | Examines animals to check for injury or disease and evaluates condition of animal; investigates, quarantines and observes animals suspected of having rabies.                               |
| 6. | Assists public in finding lost pets, , county procedures and general pet care advice and responsible pet ownership.   |
| 7. | Prepares and presents animal control lectures/presentations to schools, clubs, agencies, media and the general public.  |
| 8. | Consults with veterinarian about animal medical care, cases and problems.   |

LANE COUNTY  
Animal Welfare Officer (Continued)

9.	Coordinates with other law enforcement agencies to provide comprehensive enforcement of the law.
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**Knowledge of** (position requirements at entry):

- Animal regulation laws, rules, policies, procedures and regulations.
- Field enforcement activities of animal regulation.
- Safe and efficient handling techniques used to capture and impound animals.
- Court proceedings concerning animal regulation and field enforcement activities. Laws, regulations, policies and procedures concerning humane euthanasia.
- Kennel operations and animal release policy.
- Simple book work, inventory control and updating logs.

**Skills in** (position requirements at entry):

- Learn County policies and procedures concerning impoundment, retention and release of animals.
- Meet and deal with the public in a variety of situations.
- Safely and efficiently handle, control and care for vicious, stray or diseased animals.
- Explain proper care of animals to the public and to adopters.
- Identify diseased animals and take appropriate safety precautions when handling such animals; assess injuries and diseases in animals.
- Present materials in a court of law.
- Provide oral and written testimony in court.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in animal regulation and law enforcement is desirable. One year of responsible field enforcement, kennel experience or an equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):

Possession of a valid Oregon driver's license.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

Memo outlining de minimus changes to the job classification language approved by County Administrator 6/16/08.

FLSA Status: Protective Services Classification.