



COLUMBIA COUNTY, OREGON
JOB TITLE: ANIMAL CARE SPECIALIST I
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Sheriff's Office	JOB CODE:	162
SUPERVISOR:	Dog Control Officer	SALARY RANGE:	124
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Attend to and care for animals in the kennel facility. Assist public to adopt animals in the animal shelter and compile records of impounded animals. Perform administrative duties to support the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Feed and water animals according to schedules. Clean and disinfect cages, pens, and yards.

Examine animals for signs of illness and treat according to instructions. Transfer animals between quarters.

Shave, bathe, clip, and groom animals. Assist in anesthetizing and inoculations as needed.

Assist Dog Control Officer with euthanasia of animals as required.

Assist prospective owners in selection of animals for adoption and in preparation of adoption forms. Advise new owners of pet examination and neuter/spay programs.

Prepare license forms and collect fees.

Canvass throughout Columbia County for unlicensed dogs.

Compile daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by the public. Record information according to instructions such as diet, weight, medications, food intake, and license number.

Perform administrative duties for the department such as preparing correspondence, memos, and reports.

Process a variety of forms, including claims. Receive and record monies and receipts for department. Maintain files and records relating to department activities. Answer telephones, greet visitors, and direct inquiries appropriately.

Assist Dog Control Officer as required.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Dog Control Officer who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous training or prior experience in an animal care shelter or veterinary office preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Some knowledge of animal care, behavior and handling, including rabies control and prevention, disease recognition, and animal related laws. Knowledge of safety rules and practices pertaining to animal control.

Skill in general business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Effectively and efficiently operate equipment used in the performance of duties assigned.
- Remain calm and use good judgement during confrontational or high-pressure situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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While performing the duties of this job, frequently required to walk; stoop, kneel, crouch, or crawl; and talk or hear. Occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Will be required to restrain and handle large, unruly animals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment and will occasionally work outside in various weather conditions. Driving throughout the county in various weather conditions is required on an occasional basis. The noise level in the work environment is usually loud.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***