



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: COMMUNITY ANIMAL OFFICER**  
**DATE: JUNE 1, 2025**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff's Office	<b>JOB CODE:</b>	1177
<b>SUPERVISOR:</b>	Enforcement Lieutenant/Sergeant	<b>SALARY RANGE:</b>	122
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	CCDSA

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**GENERAL STATEMENT OF DUTIES:** Conduct investigations and carry out enforcement of state laws under ORS 609 and County ordinances relating to animal control issues. Attend to and care for animals in the kennel facility. Compile and maintain records of impounded animals and perform administrative duties to support the Animal Control Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Respond to complaints, inquiries, and requests for services involving animal-related problems including animal bites, nuisance complaints, and reports of strays, livestock kills, and inhumane treatment of animals.

Apprehend stray animals that are a health hazard to the public. Locate animal owner or transport animals (dogs) to the animal control shelter. In-process and record new dogs in our care.

Assist the Sheriff or Enforcement Deputies as needed with animal related complaints, investigations, and transports.

Feed and water animals according to schedules. Examine animals for signs of illness and treat according to instructions. Clean and disinfect cages, pens, and yards.

Shave, bathe, clip, and groom animals. Assist in anesthetizing and inoculations as needed. Perform shelter or field related euthanasia of animals as required.

Compile and maintain records required by law, policy, and ordinance including daily reports of animals in our care. Perform administrative duties for the department such as preparing correspondence, memos, and reports.

Recommend and implement policies, procedures, and processes to ensure state and local laws and ordinances pertaining to animal control and licensing are enforced.

Work with Sheriff's Office administration to prepare annual estimated personnel, supplies, and equipment costs and recommend annual budget.

Assist, coordinate, and facilitate management of relationships with the Humane Society and other animal related groups. Work cooperatively and effectively with these groups and report any issues for resolution to the Sheriff and/or designee.

Provide for community information and education programs, including making presentations for local community groups.

Assist prospective owners in selection of animals for adoption and in preparation of adoption forms.

Provide minor maintenance and repair of the shelter and grounds.



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Provide basic oversight and coordinate shelter staff and volunteers assigned to assist with shelter operations.

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. This position may nominally supervise or assist shelter staff and oversee volunteer workers.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Enforcement Lieutenant or Administrative Sergeant 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 with additional specialized courses in the related area. Three years of previous training or prior experience in an animal care shelter or veterinary office required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** 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:** Possession of, or the ability to obtain within two months of hire, state certification to euthanize animals. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Considerable knowledge of animal care, behavior, and handling, including rabies control and prevention, disease recognition, humane euthanasia, 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 part of a team.



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- 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.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions on all types of terrain. The noise level in the work environment is usually loud. Operation of motorized vehicles and euthanasia/cremation equipment may expose position to unusual hazards. Approximately 40% of time involves operation of motor vehicles.

***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.***