



### Animal Protection Officer Assistant

Bargaining Unit: 1553 Courthouse Employees

Class Code:  
B91153

#### SALARY RANGE

\$19.85 - \$27.78 Hourly  
\$3,225.53 - \$4,515.06 Monthly  
\$38,706.41 - \$54,180.70 Annually

#### GENERAL PURPOSE:

This position performs routine patrols for animals at large, transports injured, sick, confined and DOA animals. Provides general assistance to the department. May assist with investigations in cases of animal cruelty, neglect, nuisance complaints and violations of the Revised Code of the State of Washington and Spokane County Code and performs related duties in the Spokane County Regional Animal Protection Service (SCRAPS) Department. The position allocated to this class serves under the general direction of the Field Operations Manager, enforces Spokane County Code and the Revised Code of Washington (RCW) as it relates to animals. Assists in educating the general public on animal related issues. Employees are required to deal with the public in a pleasant, tactful and courteous manner. Work is performed with considerable independence according to department regulations. The Animal Protection Officer Assistant classification is distinguished from the Animal Services Representative by focus on working in field enforcement rather than performing office administration duties and differs from the Animal Protection Officer classification in that incumbents do not issue citations, perform investigations or euthanasia duties.

#### ESSENTIAL JOB FUNCTIONS:

- Protects public safety and ensures animal welfare through compassionate, responsive, professional enforcement of laws and public policy.
- Captures, lifts, carries and detains stray and/or vicious animals.
- May assist in collecting evidence.
- Uses a computer aided dispatch system.
- Answers questions regarding ordinances and regulations
- Picks up and transports dead and injured animals.
- Operates a 2-way radio and communicates with dispatcher while handling assigned calls.
- Patrols areas for ordinance violations.
- Assists other animal protection officers, law enforcement agencies and others as necessary with emergency situations.

- May assist as back up with Investigations of animal cruelty/neglect complaints, bites, dangerous dog violations and other violations of a serious nature after successful training with APO Lead/APO Field Manager.
- May assist as back up in Investigation and resolving neighborhood animal nuisance complaints after successful training with APO Lead/APO Field Manager.
- Communicates with complainants, victims and/or suspects.
- Maintains assigned equipment.
- Operates a department vehicle.
- Uses a computer regularly for report writing, CAD, documenting call notes, entering data when impounding animals, looking up licenses, researching prior violations, etc.
- Works a schedule which may include weekend work
- Performs other related duties as required/assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED equivalent.
- One (1) years of experience in the care and control of animals OR one (1) year of experience which involved extensive general public contact.
- Possession of a valid Washington Driver's License at time of hire and for the duration of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable laws, ordinances and codes.
- Knowledge of animal behavior and characteristics of various breeds.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships with volunteers, supervisors, staff, representatives of other agencies, special interest groups and the general public.
- Skilled in the use of personal computer and software related to performing the duties of the job, including demonstrating a proficient typing speed (minimum of 30 WPM).
- Ability to care for and treat animals in a humane manner under a variety of situations.
- Ability to handle frequent contact with hostile and abusive members of the public.
- Ability to use GPS, read maps, prioritize field calls.
- Ability to deal courteously but firmly with citizens when enforcing county ordinances and state code; be impartial to both sides of an issue and make fair and sound decisions.
- Ability to act quickly and calmly in emergency situations.
- Ability to perform strenuous manual tasks in the handling of animals.
- Ability to work in conditions of extreme stress.
- Ability to be exposed to the possibility of animal attack while handling stray, injured, vicious and/or dangerous animals.
- Ability to communicate effectively both orally and in writing with people of various socioeconomic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.

**BEHAVIORAL STANDARDS:**

All County employees are responsible for contributing to a safe and positive work environment, actively demonstrating the County values in their daily work and interactions:

- **Respect:** Appreciating and valuing customers, other County employees and County leadership by showing courtesy, friendliness and fairness. Communicating in a productive and professional manner.
- **Accountability:** Honoring and delivering on commitments by taking responsibility for personal actions and results; being a responsible steward of public resources and the trust County residents have placed in each of us.
- **Integrity:** Modelling transparent and ethical behavior and demonstrating it with honest and trustworthy behaviors and actions; leading by example and performing work to the highest standards.
- **Innovation:** Striving for excellence by actively pursuing opportunities for new and improved methods, procedures or technologies; fostering an environment of engagement and empowerment and embracing continuous improvement.

**ESTABLISHED / REVISED DATES:**

2/22/23