**Class Summary**

The responsibilities of this classification include serving as the operational lead for complex animal control investigations and related field work including enforcement of King County and contracted cities’ animal control ordinances and regulations in the field. Incumbents coordinate criminal animal cruelty investigations, kennel inspections, and safety officer assignments. This classification is designated as a working lead.

**Distinguishing Characteristics**

This is the third level in a four-level classification series. The Animal Control Officer – Lead is distinguished from the Animal Control Sergeant classification in that incumbents within the Animal Control Sergeant classification perform the full supervising role for assigned staff.

**Examples of Duties**

*In addition to the duties of the Animal Control Officer, the Animal Control Officer – Lead will:*

1. Direct work and provide mentoring and feedback to Animal Control Officers assigned to complex field investigations.
2. Provide training to Animal Control Officers on investigatory techniques, processes, and related field work best practices.
3. Serve as the Regional Animal Services of King County (RASKC) point of contact with partner law enforcement and regulatory agencies for complex field investigations.
4. Review completed investigation reports, written warnings, and/or citations.
5. Prepare, review, and present affidavits; serve search warrants.
6. Participate in the preparation of court cases including RASKC written staff reports.
7. Perform dispatch duties on weekends or as needed.
8. Perform safety officer activities as assigned.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of civil and criminal investigation laws

Knowledge of King County and contracting cities’ animal control ordinances, policies, and procedures

Knowledge of investigatory best practices

Knowledge of humane animal treatment

Skill in coaching and mentoring staff

Skill in defusing volatile situations and managing hostile citizens

Skill in mediation and problem-solving

Skill in handling stressful situations

Skill in written communication

Ability to lift and carry animals weighing 50 pounds without assistance

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Completion of Washington Animal Control Academy within one year of hire

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver License

Washington State Legend Drug and Euthanasia Certification (or ability to obtain certification within 6 months of hire)

Obtain and maintain a limited commission from King County

Availability to be on call at all hours

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 4 |
| **Levels within same series** | Animal Control Officer  Animal Control Officer – Lead  Animal Control Sergeant  Animal Control Sergeant - Lead |
| **Class History** | 09/2022 - Created |