UNION COUNTY POSITION DESCRIPTION

CLASSIFICATION	DIVISION	RANGE	SUPERVISORY	FLSA STATUS
ANIMAL CONTROL	CLERICAL	13	NO	Non-Exempt

POSITION TITLE:	**Animal Control Ordinance Enforcement/Civil**				
☐**New** ☒**Revised**	**Date:**	**10/15/2026**			
SERVICE TYPE:		NON-REP PROFESSIONAL			
Approved By:	**Sheriff Cody Bowen**	**Department:**	**Sheriff's Office**	**Supervisor:**	**Office Manager**
FTE:	1.0	**Employment Status:**	Regular Full Time		

Position Summary: Overall statement of purpose of position.

Implement the Animal Control Program and enforce County Animal ordinances and regulations.

Essential Duties: Under each Essential Job Functions area provide a list of essential duties (indispensable job duties) of the position.

No.	Essential Job Functions (EJF)
1	**EJF**: Responding to calls for service **Essential Duties**: • Investigates animal ordinance violation complaints. • Responds to citizen complaints and inquiries regarding animals. • Interviews complainants and witnesses. • Prepares reports for issuance of formal complaints. • Issues ordinance violation citations • Catches and impounds dogs or other animals which are at large in the community.
2	**EJF**: Patrol **Essential Duties**: • Patrols areas to enforce county ordinance. • Issues warning or citations for violations. • Assists front office with civil and jail door controls. • Serves civil process. • Catches and impounds dogs or other animals which are at large in the community.
3	**EJF**: Documentation of Occurrences and Events, Communication **Essential Duties**: • Maintains control, inventory and condition of issued equipment. • Maintains ability to testify in court. • Understand and follow instructions. • Effectively communicate both verbally and in writing. • Properly identify, collect, store and submit evidence.

4	**EJF**: Public Relations **Essential Duties**: • Provides educational programs and materials throughout the county. • Attends community functions/events relating to animal control or as assigned by administration.
5	**EJF:** Medical Care **Essential Duties:** • Maintains first aid-CPR card.
6	**EJF:** Auxiliary Job Functions • This description identifies the primary duties of the position but does not include every task or duty that may occasionally be assigned. Such additional duties are considered consistent with the overall level and responsibilities of the position.

Mandatory Requirements related to essential functions:

Oregon Driver's License
High School Diploma/GED
21 years of age
US Citizen
Successfully pass a background investigation and a medical evaluation before being hired
First Aid and CPR Certifications within 3 months of hiring.
Must be able to provide credible testimony in trial, depositions, and interviews.

Desirable Requirements related to essential functions:

Bilingual with speaking and writing skills in Spanish.
Previous experience as in Animal Services or Code Enforcement
Some experience or technical training in veterinary assistance or related program.
Some knowledge of applicable federal, state and local laws and ordinances.
Some knowledge of investigatory procedures and the gathering and preservation of evidence.
The ability to deal with the public in a firm and courteous manner.
The ability to maintain effective working relationships with partnering agencies and the public.
The ability to conduct investigations, analyze facts and draw appropriate conclusions.
The ability to understand and follow instructions.

Physical Requirements & Abilities:

Positions in this class typically require: reaching, standing, walking, running, grasping, feeling, talking, hearing, seeing and repetitive motions. Ability to satisfactorily operate vehicles, cameras, automotive and radio equipment. Ability to exercise sound judgment.

Working Conditions Requirements:

Positions in this class typically require: reaching, standing, walking, running, grasping, feeling, talking, hearing, seeing and repetitive motions, sometimes for long hours. Requires lifting and carrying varying from light to heavy. Work hours and days off may vary. Nature of position involves exposure to health and safety risks on a continuous basis. Both, physical injury and exposure to contagious diseases exist. Work location is primarily outdoors, in all weather conditions, including extreme heat or cold, for long periods of time. On occasion may involve indoor environments.

Supervisory responsibilities:

Supervision is not a function assigned to this position.

Supervision Received:

Works under the general supervision of the Office Manager and the Sheriff.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the division.

Employee:_____ Date:_____

Immediate Supervisor:_____ Date:_____