

**LEWIS COUNTY SHERIFF'S OFFICE
COMMUNITY SERVICES OFFICER
JOB DESCRIPTION**

Employee Name:	
Bargaining Unit:	Non-Union
FLSA:	Non-Exempt

NATURE OF WORK:

Under general supervision, under the direction of the Special Services Bureau Administrative Sergeant, performs field inspections and investigations to enforce State and County codes and ordinances relating to safety issues and public nuisances; investigates complaints and issues citations for community service violations within scope of authority; assists deputies in the service of civil process, verify registered sex offender addresses, conduct inmate transports, performs traffic control and crime scene security.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforce animal control violations as defined under Lewis County Code.
- Respond to and investigate animal-related complaints, including animals at large, animal abandonment, prohibited activities by animals, dangerous dogs (including dog bites and vicious dogs), and initial investigations for animal neglect allegations.
- Responds to complaints of potential community service violations relating to animal-related complaints and abandoned vehicles.
- Receives, processes, and investigates complaints from citizens, initiates investigation and performs analysis based upon preliminary information; compares facts to code requirements; contacts and educates individuals to discuss violations and proposes alternatives for resolving compliance issues, issues warnings, citations, and correction notices within scope of authority, documents findings and present to owners and agents.
- Conduct follow-up investigations and verify compliance within kennel/permitting requirements.
- Coordinates efforts with law enforcement officers, courts, animal shelter, and other municipal departments and agencies as needed.

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- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other community services related activities, including accurate and detailed information regarding code enforcement activity to substantiate violations; completes required project documentation, daily logs, and reports.
- Prepares written reports, memos, and correspondence related to enforcement activities.
- Serves civil process subpoenas including, but not limited to, non-domestic violence orders and court papers.
- Responds to abandoned vehicles and makes appropriate arrangements for towing.
- Assists deputies in the transporting of prisoners.
- Performs other duties as required and assigned, including, but not limited to, verifying registered sex offender addresses, participating in crime prevention and community engagement and outreach, providing crime scene security and preservation, and providing traffic control during vehicle collision investigations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in office and outdoor environments. Employee will be exposed to slippery or wet, muddy, rocky, and uneven surfaces; extreme temperatures and weather; injured, dangerous, dead, sick, and diseased animals; as well as animal blood, feces, and urine. Moderate physical demands may require frequent sitting, standing, walking, kneeling, bending, climbing, and lifting, as well as applying physical strength in the apprehension, control, and containment of animals.

EMPLOYMENT STANDARDS:

Incumbent must be at least nineteen (19) years of age, high school diploma or GED equivalent, AND two (2) years' work experience in code enforcement or investigations is desired.

Washington State Criminal Justice Animal Control Officer Academy, Course #2390 or equivalent; OR successful completion within twelve (12) months of hire date.

Capable of holding a Special Commission issued by the Sheriff of Lewis County.

Must possess a valid driver's license.

Pepper spray certification, taser certification, and other specific technical training and certifications may be required.

Must meet Lewis County Civil Service Commission requirements, including successful completion of background screening and polygraph.

Must successfully complete Field Training (FTO) Program, as directed.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of:

- Lewis County Sheriff's Office policies and procedures.
- Applicable Federal, State, County, and City codes, laws, statutes, and ordinances.
- Applicable Washington State RCW and WAC codes.
- Principles and practices of animal control, investigation, and inspection.
- Techniques of investigating, inspecting, and resolving community service-related issues.
- Principles of record keeping and records management.
- Crime scene security and traffic control.
- Principles of civil process service delivery.
- Customer service and public relations methods and practices.

Skills in:

- Reading, understanding, interpreting and applying relevant Federal, State, County, and City statutes, codes, rules, and regulations.
- Maintaining and verifying accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Using tact and diplomacy to investigate citizen complaints.
- Ability to act and respond to direction from supervisor and Sheriff's administrative staff.
- Ability to manage multiple and large caseloads.
- Communicating professionally and effectively both verbally and in writing.
- Ability to administer first aid.
- Ability to operate motor vehicles, radios and related enforcement equipment with proficiency.

Ability to:

- Ability to competently enter, update and search various data into confidential and restricted computer systems with federal, state and local software programs.
- Ability to operate contemporary office equipment, not limited to computer, copy machine, fax, and calculator.
- Ability to learn new skills.
- Ability to write clearly and effectively.
- Ability to communicate effectively both orally and in writing, and to establish and maintain harmonious working relationships with other employees and the general public.
- Ability to organize and prioritize work.
- Ability to maintain confidentiality.
- Ability to maintain a courteous attitude under stressful situations when citizens and staff are in various stages of emotional anxiety.
- Ability to deal with graphic language, photos or events.
- Ability to work with minimal supervision.

MINIMUM QUALIFICATIONS:

- Citizen of the United States.
- Provide proof of eligibility to work in the United States.
- Read and write English.
- High school diploma or GED.
- Minimum 19 years of age.
- Washington State driver's license.
- Minimum keyboarding speed 30 words per minute (corrected).
- Pass physical assessment, polygraph and thorough background examination.
- Meet and pass State and Federal background and testing to be certified to access restricted and confidential computer systems.

PHYSICAL REQUIREMENTS:

- Ability to lift objects weighing approximately 35-50 pounds.
- Ability to move objects weighing approximately 70-150 pounds.
- Ability to see, with or without corrective lenses, well enough to read correspondence and law enforcement reports and information, focus for extended periods of time and perform general office work.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone, in person, and on a two-way radio.
- Ability to operate computer keyboard for extended periods of time.
- Ability to wear protective gear and clothing, when appropriate.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee's Signature

Date

I have reviewed this job description with the employee.

Supervisor's Signature

Date