



APPROVED
DATE 12/13/11 BY [Signature]

**PIERCE COUNTY CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, September 13, 2011**

AGENDA ITEM I: Call to Order

The regular meeting of the Pierce County Civil Service Commission (PCCSC) for Sheriff's Employees was called to order at 5:17 p.m. on Tuesday, September 13, 2011. The meeting was held in Conference Room D, Hess Building, 901 Tacoma Avenue South, Tacoma, Washington.

COMMISSIONERS PRESENT: Commissioner Richard Sokolowski, Chair; Commissioner Gail Merritt-Smith; Commissioner Linda Thomas

STAFF PRESENT: Sandy Pietz, Chief Examiner; Phil Prettyman, Assistant Prosecuting Attorney

INTRODUCTION OF NEW COMMISSIONER: Sandy Pietz announced that the County Executive had appointed Linda Thomas to the vacant Commissioner position and introduced Commissioner Thomas to the meeting participants. Commissioner Thomas was welcomed by all present.

AGENDA ITEM II: Approval of Minutes

It was moved by Commissioner Merritt-Smith and seconded by Commissioner Thomas to approve the minutes of the March 15, 2011 meeting and the May 31, 2011 meeting. The motion carried.

AGENDA ITEM III: Approval of Leave Without Pay Over 30 Days

Martha Keogh, EEO Specialist and Debbie Young, Labor Relations Analyst 3, with the Human Resources Department, explained to the Commission that pursuant to provisions in the Guild contract and Civil Service Rule 9.12, leaves of absence over 30 days must be approved by the Sheriff, the HR Director and the Civil Service Commission. At this time, Commission approval for leave without pay over 30 days is being requested for Bruce Barham and Timothy Kavanaugh.

It was moved by Commissioner Thomas and seconded by Commissioner Merritt-Smith to approve leave without pay for Bruce Barham to November 25, 2011 and Timothy Kavanaugh to October 31, 2011. The motion carried.

AGENDA ITEM IV: Classification Description Approval – Mental Health Manager, Corrections

Sandy Pietz explained that the Commission had previously accepted into Civil Service positions that provide mental health services to inmates, and at that time, the Clinical Coordinator 2 position was undergoing review. She stated that the review has been completed and it is recommended that the Clinical Coordinator 2 classification be reclassified to Mental Health Manager, Corrections. Chair Sokolowski stated that consideration must be given to the salary range assigned to this classification to assure compliance with the Civil Service Rules regarding reclassification of incumbent.

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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AGENDA ITEM IV: Classification Description Approval – Mental Health Manager, Corrections (continued)

It was moved by Commissioner Merritt-Smith and seconded by Commissioner Thomas that the classification of Clinical Coordinator 2 be reclassified to the classification of Mental Health Manager, Corrections, as attached.

AGENDA ITEM V: Classifications Added to Civil Service – Animal Control Program

Chief Rob Masko advised the Commission that the Sheriff's Department has been notified that access to sensitive criminal records, i.e. LESA records, must be restricted to law enforcement personnel of the Sheriff's Department, and that in order to provide Animal Control Officers with the critical information they need to perform their jobs, the positions must be transferred from the Auditor's Office to the Sheriff's Department. He emphasized that today's animal control officers are information based, and that in order to preserve officer safety as well as provide officers with the information they need to make decisions, write search warrants, etc. they need to have access to criminal information. He noted RCW 41.44.120 regarding background requirements for individuals who have access to criminal history records. In response to a question from Chair Sokolowski, Chief Masko stated that the department is not allowed to provide criminal history information to anyone not a member of the Sheriff's Department. Chair Sokolowski asked what the employee's status will be in the Sheriff's Department. Chief Masko responded that they will have a limited commission, that operational authority will be derived through the Sheriff's Department and their mission will be administered through the Auditor's Office. Chief Masko stated that the Auditor will be involved with the mission, objectives and day to day operations part of the animal control jobs, and the Sheriff's Department will provide supervisory backup, including personnel issues and grievances.

County Auditor Julie Anderson advised the Commission that the change will be almost invisible to the public. The animal control employees will continue to be officed and dispatched from the Auditor's Office, co-located with business and pet licensing.

Chair Sokolowski asked whether all incumbents have successfully completed a selection process. Chief Masko and County Auditor Anderson stated yes, that they have successfully completed the Sheriff's Department background process as well as were initially hired through a meritorious process. In response to a question, Chief Masko stated there are five Animal Control Officers and one Animal Control Supervisor that will transfer to the Sheriff's Department.

Commissioner Thomas moved and Commissioner Merritt-Smith seconded to accept the classifications of Animal Control Officer and Animal Control Supervisor into the Civil Service Classification Plan, as attached. The motion carried.

Commissioner Thomas moved and Commissioner Merritt-Smith seconded to accept the current incumbents into Civil Service as having met the current minimum requirements and competitive process requirements of the Rules. The motion carried.

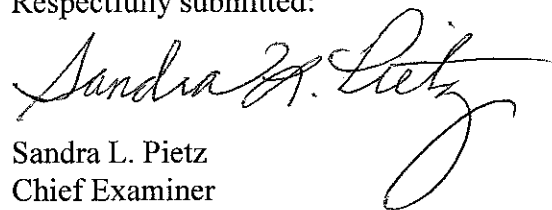
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NEXT MEETING:

The next regular meeting of the Civil Service Commission is scheduled for October 11, 2011.

ADJOURN: There being no further business the meeting was adjourned at 5:59 p.m.

Respectfully submitted:

A handwritten signature in cursive script that reads "Sandra L. Pietz". The signature is written in black ink and is positioned to the right of the typed name.

Sandra L. Pietz
Chief Examiner



MENTAL HEALTH MANAGER - CORRECTIONS

Department: Sheriff
Job Class #: TBD
Pay Range: TBD

FLSA: Exempt
Represented: No
CSC Approved:

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible professional management/supervisory work overseeing the mental services provided to inmates in the Pierce County Detention and Corrections Center, on a 24-hour, 7 day per week basis. An employee in this classification is responsible for program planning; coordination of activities; monitoring of clinical care; supervision and evaluation of staff; and budget monitoring.

ESSENTIAL FUNCTIONS:

- Provide leadership, oversight and clinical direction to ensure that inmates with mental illness are provided with the community standard of care while incarcerated; to provide crisis stabilization, quality mental health services and to facilitate an appropriate release plan.
- Manage, supervise and coordinate activities of the mental health division; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensures that ethical and professional standards of practice are maintained.
- Develop, monitor and control the mental health division's budget.
- Interpret detailed federal, state or local regulations to ensure compliance, which includes developing reporting systems to monitor programs, contracts, and budgets. Compile and analyze data to determine needs, makes recommendations and evaluates program.
- Plan and develop goals and objectives and establish and implement policies and procedures.
- Evaluate and provide ongoing development of services.
- Oversee the mental health division's interface with the criminal court system, community mental health providers and local hospitals.
- Provide supervisory consultation on hard to serve cases.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

MENTAL HEALTH MANAGER - CORRECTIONS

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SUPERVISION RECEIVED AND EXERCISED: The Mental Health Manager-Corrections reports directly to a Bureau Chief. Work is reviewed for fulfillment of division/bureau objectives, conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The position has full supervisory responsibility for professional and administrative staff assigned to the Mental Health Division.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Mental Health Manager – Corrections works in the confined indoor space of a maximum security adult correctional facility. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material, pharmaceuticals, infectious diseases and in-person contact with inmates. Attendance at meetings outside of normal work hours may be required. Work schedules include shift work, holidays, overtime and weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical and mental demands include ability to perform tasks involved in operating common office and medical equipment; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information. Travel to meeting locations may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, human resource management and supervision.
- Federal, state and local laws, rules, regulations, policies and procedures regarding mental health care, including, involuntary commitment law of the State of Washington.
- Correctional Mental Health Care, psychiatric disorders, APA diagnostic standards, treatment plans and medications.
- Quality assurance and safety procedures as they relate to mental health care.
- Substance abuse.
- Community resources and agencies.
- Budget development and monitoring.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Problem resolution.
- Goal and objective setting.
- Developing and interpreting policy.
- Use and operation of personal computer, word processing and related spreadsheet material.

Ability to:

- Plan, assign, and coordinate the activities of the division and assigned staff.
- Ability to effectively assign, evaluate, and supervise professional and administrative staff.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department goals and objectives.

MENTAL HEALTH MANAGER - CORRECTIONS

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- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Work independently and effectively under general direction.
- Evaluate and screen mentally ill and emotionally disturbed individuals, diagnosis and develop a treatment plan.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Master's Degree in social work, psychology or related behavioral health field and four years experience in correctional mental health or acute mental health setting with at least two years supervisory experience required. Current licensure in Washington State as a Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Licensed Advanced Social Worker or Licensed Independent Clinical Social Worker required. License must be in good standing with no license restrictions or probationary status. United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.

**ANIMAL CONTROL OFFICER****Department:** Auditor**Job Class #:** 483900**Pay Range:** 2H16**FLSA:** Non-Exempt**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is journey-level work conducting a full range of animal care and control services and functions. Work is performed primarily in the field with considerable independence of functioning within the limits of regulations, laws, codes, policies and accepted procedures. Incumbents enforce state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals.

ESSENTIAL FUNCTIONS:

- Apprehend, control and transport to confinement loose, unlicensed, injured, abandoned or dangerous animals, both domestic animals and livestock.
- Investigate reports of animal cruelty and vicious animals.
- Enforce animal care and control ordinances, including issuing citations and warnings.
- Respond to citizen calls for service, complaints and requests from other agencies.
- Explain laws, policies and procedures to the general public.
- Assist in resolving conflicts between parties involving animal care and control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.
- Complete bite reports for the Tacoma-Pierce County Health Department.
- Inspect kennels within Pierce County.
- Issue notices of violations; issue hearing notices; act as process server; testify at hearings and in court.
- Prepare written and verbal reports involving animal care and control cases.
- Create, monitor and maintain case files.
- Assist Prosecuting Attorneys as required in cases or issues involving animal care and control.
- Operate Animal Control vehicles; perform routine minor vehicle maintenance.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

ANIMAL CONTROL OFFICER
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SUPERVISION RECEIVED AND EXERCISED: Animal Control Officer work is performed under limited supervision. Employee is expected to work independently to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. Work may be reviewed in progress or upon completion by a lead worker and/or supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. The classification may be assigned to lead and train other employees. This classification does not have supervisory authority.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to callbacks. Out of state travel may be required to attend external training and conferences.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The Animal Control Officer has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. The ability to apply physical strength in the apprehension, control and containment of animals is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles of public relations.
- Principles, practices and associated terminology of the criminal justice system.
- RCWs, WACs, and County ordinance as they apply to animal control.
- County roads, geographic locations and physical addresses.
- Animal identification, behavior and control methods and techniques.
- Traffic and safety laws.

Skill in:

- Keyboard and computer use for operating required automated systems and processing associated paperwork.
- Public speaking.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Obtain information through interview and observation.
- Represent Pierce County in the community in a manner that is consistent with Pierce County's policies.
- Understand and follow written and verbal instructions.
- Dictate and/or prepare clear and comprehensive written reports and other required documentation.
- Deal tactfully and courteously with the public.
- Use independent judgment in making appropriate decisions.
- Establish and maintain effective, productive and cooperative working relationships, both inter- and intra-departmental and with other agencies and jurisdictions.
- Effectively manage work time and work independently with minimal supervision.
- Prepare complex documents.
- Operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations.
- Make presentations to the public and to community groups.
- Work effectively as a member of a team.
- Work a flexible schedule, which may include evenings, weekends or overtime
- Apply and explain applicable laws, codes and ordinances and procedures.
- Exercise judgment, tact and courtesy in sensitive or controversial situations.
- Maintain composure and act quickly and effectively in an emergency.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: One year experience in an animal welfare or control environment, law enforcement, humane society, veterinary office or kennel environment or a related field that clearly demonstrates the ability to perform the essential functions of the position is required. Additional training or course work in veterinary science, law enforcement and/or experience with animals, completion of the Washington State Animal Control Academy, and/or experience involving intensive public contact is desirable.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington state driver's license and the ability to provide proof of insurability is required at time of appointment. Applicants must pass a thorough background investigation conducted by the Pierce County Sheriff's Department in order to be eligible to obtain a special law enforcement commission issued by the Pierce County Sheriff as a condition of employment. Satisfactory physical condition, as evidenced by a county-approved physical examination, maybe required prior to appointment to the position.



ANIMAL CONTROL SUPERVISOR

Department: Sheriff
Job Class: 485500
Pay Range: 2F06

FLSA Status: Non-Exempt
Represented: Yes
CSC Approved: 9/13/11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a working supervisory and administrative position in the Sheriff's Office. Duties of this position are performed under the operational direction of the Sheriff's Department with program direction from the Auditor's Office in accordance with the services agreement between the Sheriff's Department and the Pierce County Auditor's Office. An employee in this class is responsible for planning, organizing, directing, and evaluating the activities of personnel as assigned. In addition, the individual is expected to perform day to day duties specific to the Animal Control Officers as assigned. This position is responsible for maintaining an effective working partnership with the Humane Society for Tacoma and Pierce County and other municipalities. Serves as the divisional liaison between the Humane Society and the Auditor's Office for day to day related matters. Incumbents must be sensitive to potential community reaction to operational activities.

ESSENTIAL FUNCTIONS:

- In conjunction with Sheriff's Department supervisors, supervise and coordinate the activities of Animal Control Officers, the dispatch position, and other temporary/seasonal Animal Services staff; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; assure adequate coverage during staff absences.
- In conjunction with Sheriff's Department supervisory personnel, and consultation with the County Auditor, conduct performance evaluations and develop performance measures and standards; make recommendations for corrective actions and final performance evaluation results.
- Work as a team with Animal Control Officers to ensure cross functionality and back up support as needed.
- Ensure that division runs smoothly and functions efficiently.
- Consult with legal counsel to obtain opinions when necessary.
- Train subordinates as required.
- Oversee the process for obtaining applicable search warrants as needed.
- Interpret and enforce federal and state laws and county ordinances pertaining to animals and the safety, health and welfare of the public and animals and assure humane treatment of animals.
- Work with the Auditor and the assigned Sheriff's Office staff to analyze, formulate, and update standard operating procedures as necessary to facilitate efficient operation of division.
- Assist in planning division activities.
- Conduct staff meetings with subordinates ensuring pertinent information is exchanged and problems are resolved in a timely manner.
- Keep statistical data and prepare reports as required.
- Participate in difficult cases and in the interpretation of state and local laws and ordinances as they pertain to those cases

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ESSENTIAL FUNCTIONS (continued):

- Provide technical information to animal owners, the general public, persons involved in enforcement action and attorneys. Answer difficult questions regarding animal code interpretation.
- Represent the Sheriff's Department and/or Auditor's Office at public meetings concerning issues as directed.
- Issue licenses and serve criminal citations, civil infractions and/or civil notices as indicated.
- Provide testimony in court cases and/or before the Pierce County Hearings Examiner.
- Monitor and maintain an inventory of unit equipment and supplies.
- Perform all duties of the Animal Care & Control Officer.
- On call and shift work may be required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- Meet the traveling requirements of the position.
- Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: The incumbent is expected to exercise considerable independent judgment within established scope of responsibilities and authorities to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. Work is reviewed by the Auditor and the assigned Sheriff's Office staff through reports, participation in conferences, meetings, and results obtained. Employee receives operational direction from the Sheriff's Department and program direction from the Auditor's Office. This classification has supervisory authority.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to callbacks. Out of state travel may be required to attend external training and conferences.

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Supervisor has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals. Must have ability to drive a County vehicle, including cars, trucks or vans.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state and local laws, codes and regulations pertaining to
- Use and care of equipment related to
- Basic principles of public relations
- Pierce County policies and procedures
- Principles and practices of supervision
- Training and evaluation principles and techniques
- Investigative methods and techniques
- Traffic and safety laws
- County roads and locations
- Principles, practices and associated terminology of the criminal justice system
- Animal identification, behavior and control methods and techniques

Skill in:

- Keyboard and computer use for operating required automated systems and processing associated paperwork
- Public speaking

Ability to:

- Plan, direct and schedule the work of subordinates
- Train and evaluate subordinates
- Deal effectively with and gain cooperation of the public under stressful conditions
- Communicate effectively, both verbally and in writing to audiences of various social, educational and economic backgrounds
- Read, interpret and implement ordinances, codes, laws and established policies and procedures
- Exercise sound judgment under hostile and stressful situations and to solve problems in a professional and objective manner
- Interact with others with tact and diplomacy
- Establish and maintain effective working relationships with Auditor's Office and the Sheriff's Office personnel, other county officials, personnel of other agencies, and the general public
- Dictate and/or prepare clear and comprehensive reports and other documentation of activities
- Deal tactfully and courteously with the public
- Use independent judgment in making appropriate decisions
- Establish and maintain effective, productive and cooperative working relationships both inter- and intra- departmental and with other agencies and jurisdictions

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Effectively manage time and work independently with minimal supervision
 - Prepare complex documents
 - Physically perform the essential functions of the classification
 - Operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations
 - Make presentations to the public and to community groups
 - Effectively lead and participate as a member of a service-oriented team.
 - Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
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- Work a flexible schedule, which may include evenings, weekends or overtime
 - Maintain composure and act quickly and effectively in an emergency

MINIMUM REQUIREMENTS TO APPLY:

- Four (4) years of field experience providing Animal Care & Control and/or Law Enforcement services
- Two (2) years of lead work or limited back up for management.
- Law Enforcement Reserve Academy and Academy training desired; or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

SPECIAL REQUIREMENTS: Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.