

Health Department- Animal Control Officer

Reports to: Police Lieutenant

Department: Health

Position Control No.: 3591

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the supervision of the police department, enforces and administers the Animal Control regulations within state law and city ordinance to properly maintain the city free from stray, injured, cruelly treated, dangerous, and deceased animals.

ESSENTIAL FUNCTIONS:

1. Enforce laws and ordinances involving Animal Control regulations; including issuing citations and testifying in city and municipal court hearings.
2. Respond to complaints regarding Animal Control and properly follow procedure to alleviate the nuisance and issues complained upon.
3. Investigate and generate cruelty investigations by following proper procedure and legal actions, including seizures of animals, cruelty reports, municipal court hearings, ect.
4. Euthanize animals humanely by following proper protocol and health requirements.
5. Communicate with the public and other personal on a daily basis in a professional and informative matter.
6. Respond to after-hour emergency calls on a regular basis.
7. Safely pursue and capture aggressive and dangerous animals by following procedure on a daily basis.
8. Assist other departments with Animal Control issues.
9. Enforce the safety of the public regarding Zoonosis Control (Rabies). This includes bite reports, quarantine, and decapitating possible rabid animals for laboratory testing.
10. Write and maintain proper reports and compliance letters regarding Animal Control. File, organize, and distribute paperwork independently.
11. Works indoors and outdoors. Majority of duties are performed in the field outdoors. Work in extreme weather conditions; cold, heat, rain, ect.
12. Operate city vehicle on daily basis.
12. Perform other duties as needed or required.

QUALIFICATIONS:

1. High School Diploma or G.E.D.
2. At least 2 (two) years experience .
3. Animal Control Basic Certification. (within 6 months of hire date)
4. Certified Euthanasia Technician (C.E.T.) (within 6 months of hire date)
5. Strong verbal and written communication skills.
6. Good organizational skills.
7. Familiarization of Animal Control State laws and City ordinances.
6. Valid Texas Drivers License with acceptable driving record.

7. Drug-free work environment. (Must be able to pass on-hire and random testing)

PHYSICAL REQUIREMENTS:

1. Must be able to lift at least 75 pounds.
2. Must be able to run, walk, climb, stoop, bend, jump, push, pull, and various other physical activities on a regular basis.
3. Must be able to work in a fast paced, high stressed environment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date