

ANIMAL CONTROL OFFICER

CLASS NO. 2107 EEOC CATEGORY: Protective Service Workers

PAY GROUP: 12 FLSA: Non-Exempt

SUMMARY OF POSITION

Protects residents from stray or vicious animals and related diseases; captures and impounds animals; and maintains records and prepares and submits reports.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, animal shelters, local veterinarians, area law enforcement officers, and the general public.

EXAMPLES OF WORK¹

Essential Duties

Removes, impounds, manages, and cares for stray and unwanted animals;

Patrols for stray, vicious, or injured animals and responds to citizen complaints regarding same;

Responds to emergency calls, such as cruelty to animal complaints, animal bites, and control of poisonous or dangerous animals;

Investigates bite reports and other complaints and determines if animal or owner of animal is in violation of county ordinance and/or state law, issuing citations as appropriate;

Files complaints with Justice of the Peace office, and through the County and District Attorney's Offices and appears in court, when necessary;

Removes dead animals from impound and transports and disposes properly;

Traps wild and domesticated animals;

Maintains records and prepares required reports; and

Prepares animals for rabies testing and transports to lab.

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Other Important Duties

Required to attend continuing education as required by law and/or Environmental Health Director; and

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: animal behavior; health regulations; county ordinances and state laws; equipment operations; and records preparation.

Skill/Ability to: safely and properly handle and care for animals; establish and maintain effective relationships with co-workers and the public; demonstrate proficiency in both oral and written communication; and maintain necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Animal Control Certification by Texas Department of Health;

Euthanasia Certificate; and

Appropriate Texas driver's license.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.