



## **Animal Control Officer**

Department: Police Department

Division: Animal

Supervisor: Chief of Police

FLSA Status: Non-Exempt

PD-AC

\$29,120.00 - \$44,720.00 Annually

\$2,426.67 - \$3,726.67 Monthly

\$14.00 - \$21.50 Hourly

### **JOB SUMMARY**

Performs intermediate technical work enforcing animal control ordinances, responding to, and investigating animal complaints, providing information to the public, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief of Police.

### **MAJOR DUTIES**

- Receives, investigates, and answers complaints concerning stray, wild or owned animals; responds to emergency calls, such as cruelty to animal complaints, animal bites, control of stray animals, control of dangerous and/or poisonous wildlife, snakes, and domestic animals.
- Patrols for sick or animals running at large, licenses, and vaccinations; impounds abandoned and stray dogs and other animals; issues appropriate warning notices and citations.
- Supervises the animal control facility buildings, equipment, grounds, and vehicles; oversees sanitary cleaning needs of animal housing areas.
- Investigates animal bites on humans and animals; prepares associated bite reports; issues quarantines and associated letters of release.
- Transports animals for testing and/or properly disposes of carcasses.
- Prepares and maintains a variety of records and reports in accordance with State and City policy.
- Complete assigned health and safety courses to create a safe work environment.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Thorough knowledge of the laws, ordinances, and regulations governing the control of animals and the protection of livestock and fowl.
- Thorough knowledge of the geography of the City.

- Thorough knowledge of the care, control, and handling of animal.
- Skill in the application of specialized animal capture techniques; skill in the operation of an automobile.
- Ability to recognize rabies symptoms and other animal diseases; ability to solve problems within scope of responsibility; ability to recognize rabies symptoms and execute methods and procedures to be followed; ability to enforce ordinances and statutes with firmness and impartiality.
- Ability to communicate effectively orally and in writing; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates, law enforcement, local animal rescue groups, veterinarians, and the public.
- Rough knowledge of standard office practices, procedures, equipment, and administrative support techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of departmental programs and policies.
- Knowledge of modern office practices and procedures.
- Knowledge of city and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of human resources management principles, practices and procedures including those related to benefits management, employee compensation, and performance management.
- Skill to plan, schedule and work independently.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Chief of Police assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY / SCOPE OF WORK

- The work consists of related technical duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to participate in the enforcement of animal control. Successful performance in this position contributes to the efficiency and effectiveness of animal control services.

## CONTACTS

- Contacts are typically with coworkers, other city personnel, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and pushing or pulling, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities;
- Work frequently requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Texas Animal Control License within one year.

## ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name