

**Animal Control Officer I****Department: Animal Control**

\$28,080.00 - \$28,800.00 Annually

**Division: Police**

\$2,340.00 - \$2,400.00 Monthly

**Supervisor: Animal Control Supervisor**

\$13.50 - \$15.00 Hourly

**Salary: Non-Exempt****Status: Full-Time**

**Education and Experience:** A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations a plus.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

**General Purpose**

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

**Typical Duties**

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, lose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

**Knowledge, Skills, and Abilities**

- Application of good knowledge of the principles, practices, methods and procedures related to animal control.
- Application of good knowledge of the care and handling of animals.

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- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

**Other Job Characteristics**

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

*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.*

**ACKNOWLEDGEMENT**

As evidenced 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 Alpine. 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 is expected of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Employee's Printed Name