



City of Groesbeck

POSITION:	Animal Control Officer
DEPARTMENT:	Code Enforcement
STATUS:	Non-exempt
FULLTIME:	No
HOURS:	Maximum 18 Hours/Week
SALARY RANGE:	\$9.00 to \$11.00
REV. DATE:	February 2017

JOB DESCRIPTION

JOB SUMMARY: Performs animal control duties while patrolling city streets for animals running at large, picking up stray or dead animals and other assigned and required duties. Flex hours, on call 24 hrs. - including weekends and holidays, no benefits.

REPORTING RELATIONSHIP: Work is performed under the immediate supervision of the Code Enforcement Officer.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB DUTIES:

- Capture and remove stray, uncontrolled or abused animals from undesirable conditions, using nets, nooses or live traps as necessary.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence and writing reports.
- Contact animal owners to inform them their pets are at animal holding facility.
- Prepare for prosecutions related to animal treatment and give evidence in court.
- Write reports of activities and maintain files of impoundments and dispositions of animals.
- Answer inquiries from the public concerning animal control operations.
- Patrol streets to locate animals running at large or stray animals, promptly capture animals and transport them to an animal holding facility.
- Pick up and dispose of dead animals.
- Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS:

- **Knowledge:** Basic computer skills. Basic animal knowledge.

- **Skills:** Skills in operating computer hardware, software, peripheral devices and other general office equipment. Oral and written communication skills are required.
- **Abilities:** Ability to talk to others to convey information effectively; ability to work with frequent interruptions and changes in priorities; ability to establish and maintain effective working relationships with co-workers, supervisors and the general public. Have a high tolerance for handling sick, injured, dangerous and dead animals.

Being Bi-lingual is preferred.

- **Education:** High school graduate or GED.
- **Experience:** No previous experience required.
- **Licenses and Certificates:** Texas Class C driver's license. Have or be able to obtain a TX State Certificate as Animal Control Officer. Complete a basic animal control course no later than the 1st anniversary of assuming animal control duties. Complete 30 hours of continuing education during each three-year period following the completion of the basic animal control course.
- **Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to physical activities that require considerable use of arms and legs and moving whole body, such as climbing, lifting, balancing, walking, stooping, handling of materials, lifting large animals inside a large cage (fifty pounds or heavier). Requires being outdoors, including being exposed to bad weather. Take a series of rabies vaccinations. The employee must have adequate manual dexterity to operate a personal computer, telephone and other office equipment. The employee must have normal vision and hearing. The employee will be required to meet regular work and project deadlines and to deal with other staff members and the general public, which can be stressful.

Application for Position available on-line at www.cityofgroesbeck.com or in-person at the City Secretary's Office, 402 W. Navasota Street, Groesbeck, TX 76642.