

## **Job Description: ANIMAL CONTROL OFFICER**

**CLASS NO.** 1030

**EEOC CATEGORY:** Service Workers

**PAY GROUP:** 211

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Protects residents from and educates the community about stray or vicious animals and related diseases; operates the animal control center; captures, impounds, and, when necessary, disposes of animals; maintains records; prepares and submits reports; and enforces Polk County Animal Control Ordinances.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Contact with other county employees, local veterinarians, Texas Department of health inspectors, city and county law enforcement officers, and the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Ensures that euthanasia is performed in a humane and safe manner in accordance with Texas Administrative Code. Rule 169.84

Supervises the maintenance of and maintains animal control center, grounds, vehicle, and equipment in accordance with state regulations;

Maintains up-to-date records and files reports with supervisor, Justice of the Peace court, and Texas Department of Health on activities; may be called on to testify in court;

Participates in local vaccination, spay & neuter, and adoption programs;

Prepares policies and procedures for departmental operations and assists in developing animal control regulations; and enforces Polk County Animal Control Ordinances as approved by the Commissioners Court;

Removes, impounds, and cares for stray and unwanted animals; provides information to the public for locating lost pets;

Subject to emergency call-in and weekend duty, at the supervisor's direction.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

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Other Important Duties\*

Makes presentations to schools and civic groups about animal control;

Publicizes animal control activities; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* euthanasia procedures and the laws and regulations governing the licensing, quarantine, and impounding of animals.

*Ability to:* use a tranquilizer gun; chase and apprehend animals; load and unload animals; develop and maintain cooperative relationships with co-workers and the public; and communicate effectively.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school education or its equivalent, and one year of related experience.

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

**CERTIFICATES AND LICENSES REQUIRED:**

Certification from the Texas Department of health as a Certified Animal Control Officer at the time of hire or within the first 12 months of employment and appropriate Texas driver's license.

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment.

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