HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	**Animal Services Officer**	**LAST UPDATED:**	March 23, 2017
DEPARTMENT:	Police	**JOB CLASS:**	32
REPORTS TO:	Animal Services Supervisor	**FLSA DESIGNATION:**	Non-Exempt

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Summary: Under general direction of the Animal Services Supervisor or his/her designee, the Animal Services Officer will uphold the ordinances and laws regarding animal violations. Patrols within the City limits or assigned area; responds to complaints, impounds animals, provides assistance to the general public, verifies animal vaccinations, sets traps to capture wild or domestic animals, administers euthanasia drugs; May be responsible for the caring of animals at the shelter and maintaining the animal shelter.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Primarily enforces animal ordinances by receiving and responding to animal complaints, patrolling within City limits for animals roaming at-large, apprehending diseased or injured animals, determining animal ownership, and offering suggestions to animal owners regarding complying with laws and ordinances
- Enforces State and Federal animal regulations, rabies control and licensing requirements and issues citations or files complaints on violations
- Removes wild animals from residences on request by building and maintaining traps, delivering and demonstrating the proper use of traps, setting traps, picking up trapped animals and relocating the animal or administering euthanasia drugs
- Performs euthanasia on trapped (high risk) wildlife and any critically injured animals in the field; assists the veterinarian in determining the euthanasia process of animals.
- Prepares and forwards specimen to State laboratory for examination
- Works collaboratively with the Humane Society and other agencies investigating instances of animal cruelty and animal attacks and maintaining records on violations
- Provides humane treatment to animals while in the Animal Services Officer's custody.
- Coordinates with local veterinarian for animal impoundment, quarantine and arranging rabies clinics as needed
- Provides assistance to the general public by assisting customers with adoptions and redemptions, sterilization programs, licensing programs, and trap issuance; helping customers complete paperwork; recording animal information in the computer system; and maintaining and replenishing supplies
- Enters data necessary for tracking complaints, animals, etc. into computer database. Bills veterinarian clinics as needed
- Insures that licensing requirements for pet shop and animal breeders are met
- Operates City animal services truck in the performance of duties, and utilizes specialized equipment in the snare of animals, i.e., catch poles, animal traps, nets and other standard animal services equipment
- Testifies and presents evidence in court proceedings

Other Important Duties:

- May be subject to be on-call during non-working hours; with the ability to respond to emergency calls within thirty (30) minutes
- May be subject to working evenings, weekends and holidays
- Performs other related duties as assigned

Required Knowledge and Skills:

- Ability to comprehend and apply established animal services ordinances, regulations, policies, procedures
- Knowledge of city animal ordinances and State regulations governing animal and disease control.
- Working knowledge of common animal diseases and behaviors
- Skill in establishing and maintaining effective working relationships with work associates and the public
- Ability to communicate effectively with co-workers and the general public; ability to maintain records and prepare reports
- Ability to work effectively when surrounded by loud noise
- Ability to maintain accurate detailed records
- Ability to read labels on medicine containers
- Ability to operate a variety of equipment including but not limited to traps and euthanasia equipment such as needles, drugs and tourniquets
- Ability to receive detailed information through oral communication, and make fine discriminations in sound
- Ability to follow instructions, safe practices and standard operating procedures in performing assigned
- Ability to perform a variety of physical skills including but not limited to carrying, seeing, sorting and writing
- Proficiency in the use of computers

Preferred Education, Experience, and Certifications:

- High School Diploma or equivalent and one (1) year experience in the care and handling of animals or other animal related experience
- Must possess Texas Department of Health Certification as an Animal Services Officer within one (1) year of employment
- Must pass a pre-employment drug screen, criminal background check, MVR check and physical agility exam
- Must possess State of Texas Drivers License

Environmental Factors and Conditions/Physical Requirements:

- Ability to lift or exert forces equivalent to lifting up to 65 pounds and to push/pull 40 pounds for 30 feet
- Position requires heavy lifting up to 50 lbs. or more; carrying, lifting, crouching, crawling, pushing, pulling and reaching
- Position also requires sitting, standing, walking or running to perform animal services duties.
- Exposure to hazards (vicious, wild, rabid animals, dust mites, etc.)

- Some tasks may require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes, strong odors, smoke, toxic chemicals, pollen, dust, etc)

- Some tasks may require exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites)

Equipment and Tools Utilized:
Equipment utilized includes personal computer, copier, calculator, fax machine, and other standard office equipment; 2-way radio, pager; Animal Services vehicle; leashes; catchpole, nets, cages, snake tongs and other trap or containment devices; medical equipment for euthanasia and other standard animal services equipment.

Approved By:

John W Bruce
John Bruce, Chief of Police

3/29/17
Date

Shannon Allyn, Human Resources Generalist

Date