

Animal Control Officer

Description

Under general supervision of the Police Chief, the Animal Control Officer performs tasks related to the enforcement of animal control laws within the City of Tahoka and the State of Texas; issues verbal and written warnings of violations and/or citations; initiates legal action against violators; answers animal complaints; patrols the City to capture and impound stray animals; picks up injured or unlicensed animals; and prepares reports as appropriate.

Principal Duties:

1. Enforce animal and livestock ordinances by receiving and responding to animal and/or livestock complaints, patrolling within City limits for unlicensed animals, apprehending diseased or injured livestock, wild and domestic animals, determining animal ownership, transporting animals to the animal shelter and offering suggestions to animal owners regarding compliance with laws and ordinances.
2. Enforce state and federal animal and livestock regulations, rabies control and licensing requirements and issue citations.
3. Investigate animal bite cases; ensure animal quarantine requirements are met; provide lab specimens for rabies testing when necessary. Provide public health notices to affected areas as requested by the Department of State Health Services.
4. Investigate reports of animal and livestock cruelty, dangerous animals, and dog fighting, including the collection of evidence; taking sworn statements from victims, witnesses and suspects; seizing animals, enforcing laws and testifying in court.
5. Promote community relations to include public presentations explaining ordinances relating to the care and keeping of animals, city and state laws and ordinances, and health and safety tips regarding rabies exposure.
6. Respond to emergency situations involving animals and livestock on an on-call basis after normal business hours.
7. Participate in law enforcement functions requiring animal control assistance.
8. Perform other related duties as assigned.

Requirements

Required:

High School Diploma or G.E.D. equivalent. Possess a valid Texas Driver's License and Texas Animal Control Officer Certification with the ability to maintain the certification. Knowledge of, or the ability to acquire knowledge of, animal control laws and ordinances. Knowledge of, or the ability to acquire knowledge of, animal breeds, species and behaviors. Strong communication skills, including the ability to deal with internal and external customers effectively and courteously. Ability to observe situations analytically and objectively and report them clearly and accurately verbally and in writing. Willingness and ability to work on-call on a regular and frequent basis and available to work various shift hours to include nights, holidays, and weekends. Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above. May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years. May not have been, at any time, convicted of felony offense or any family violence offense.