

BANDERA COUNTY
Job Description

JOB TITLE: Animal Control Officer

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: *ANIMAL CONTROL OFFICER:* Responsible for providing support to the Animal Control Supervisor in enforcing county laws regarding stray, dangerous, nuisance domestic animals and maintaining the animal control shelter.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Animal Control Supervisor

GENERAL STATEMENT OF DUTIES:

ANIMAL CONTROL OFFICER: Responsible for enforcing County laws regarding stray, dangerous, nuisance domestic animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to humane animal protection and control, provide daily cleaning and maintenance of the shelter facility and overall animal care.

ESSENTIAL FUNCTIONS/DUTIES:

- * Responds to animal calls received from dispatch to be impounded at the Bandera County Animal Control Facility and complete all necessary impound paperwork;
- * Check all impounded animals for microchips;
- * Investigates alleged animal abuse, violations of ordinances related to animal care, or reports of injured, stray, sick, or dangerous animals; interviews individuals having contact with the animal, such as the owners;
- * Patrols assigned areas in animal control vehicle, seeking animals that are stray, sick, injured;
- * Transports animals to, shelter, or veterinarian, as appropriate; checks all impounded animals for microchips;
- * Completes intake records and forms and prepares any required reports concerning daily activities, or investigations made;
- * Oversee general care of animals in the facility, assist supervisor with vaccinations, in house vetting and health record keeping;
- * Daily monitor of animals under rabies quarantine watch and maintenance of required rabies quarantine daily log;
- * Maintain the cleanliness and upkeep of indoor and outdoor kennels, drains and light repairs; reports need for supplies and maintenance;
- * Provides information on and answers inquiries concerning, vaccinations, euthanasia, adoptions, spaying and neutering, and other related matters;
- * Uses department-issued tools as needed to capture animals according to established protocol;

- * Assists to prepare cases for legal proceedings and testify as an expert witness in legal proceedings;
- * Check status of provisions of water, food, and the status of temperature related issues (too hot or too cold) for impounded animals at the Bandera County Animal Control Facility
- * Manage and handle carcass removal;
- * Manage availability of dog and cat food, set up food delivery/pick up donations with HEB, the Food Bank and other corporate/personal donation opportunities;
- * Confirm that locks on rabies quarantined animals are secure at all times;
- * Prepare as necessary animals for adoption by rescue organizations to include administration of testing and vaccinations and arrangements for sterilization, and transportation;
- * Assist Law Enforcement with containing and impounding an animal, including the trapping of a dog that law enforcement is unable to catch or contain;
- * Regular attendance is required;
- * Lift 10-50 lbs frequently and 50-100 pounds occasionally;
- * Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- * Knowledge of current Bandera County Rabies Control Order;
- * Ability to use office equipment efficiently;
- * Ability to examine animals and ascertain general health of an animal;
- * Ability to administer medications as necessary to animals;
- * Ability to read, comprehend, and explain state and local laws, regulations, and ordinances as they pertain to animal control;
- * Ability to handle animals in various forms of distress in a safe and humane manner;
- * Ability to learn and recognize signs of rabies and other common animal illnesses;
- * Ability to assist in the euthanizing of animals that are dangerous, sick, or otherwise unadoptable;
- * Basic computer skills required to assist in maintaining animal control database;
- * Basic maintenance skill for shelter upkeep;
- * Ability to read, create, and maintain records;
- * Ability to travel to and from Bandera County Animal Control Facility on a daily basis;

PHYSICAL REQUIREMENTS

- * Ability to lift 10-60 lbs frequently and 61-100 lbs occasionally;
- * Ability to handle animals, including animals over 50 lbs;
- * Ability to work additional hours and attend conferences and seminars as necessary at various locations throughout the State of Texas;
- * Frequent lifting, reaching, bending, twisting, standing, walking, and driving;
- * Ability to work on computer(s) for prolonged periods of time as necessary;
- * Ability to work in all types of weather conditions;
- * Ability to work weekends as needed;

- * Fitness level to perform job functions;
- * Reasonable accommodations may be made to enable individual(s) with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High School graduate or GED equivalent;
- * Valid Texas Driver’s License;
- * Completion of Animal Control Officer Basic Training Course through the Texas Department of State Health Services (Zoonosis Control), can be obtained after employment begins, but within 90 days of said employment.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provisions of an “At Will” employment, and under no circumstances is this a contract for employment.

Acknowledgment of Employee: _____
 (Printed Last, First Name, MI

Signature of Employee: _____

Approval: _____
 (Elected/Appointed Official, Depart, (Date)
 Head/Supervisor)

Approved by Commissioner’s Court _____7-27-2023_____ (Date)