



ANIMAL CONTROL OFFICER

JOB DESCRIPTION

Date: August 2024	Grade: 3
Job Title: Animal Control Officer	Minimum: \$37,440.00
Department: Animal Control	Midpoint: \$42,080.09
Division: Police Department	Maximum: \$49,977.94

GENERAL PURPOSE

Animal control officers maintain public safety by enforcing animal licensing laws and humane care regulations while on patrol. Working as an animal control officer can be both challenging and rewarding, and it requires handling all kinds of animals, from pets to wildlife.

SUPERVISION RECEIVED

Reports to the Animal Control Supervisor.

SUPERVISION EXERCISED

Exercises autonomy and sound judgement over tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job generally requires the ability to perform the following duties:

- Capturing and impounding dangerous or stray animals
- Investigating cases of animal cruelty
- Enforcing licensing laws and other state, county, and city laws and regulations that are applicable to the animal control program.
- Providing expert testimony in court cases
- Rescuing trapped animals
- Writing incident reports
- Providing humane care to animals under their supervision

While on duty, animal control officers interact frequently with members of the public. They issue citations and warnings to people for mistreatment of animals in their care and may remove

animals from a negligent owner's custody. Officers may also provide educational seminars to the community on topics such as animal welfare and animal-related laws.

In the case of wildlife, officers help relocate these animals—many that have been displaced because of habitat loss or that have come into neighborhoods in search of food and shelter.

MINIMUM QUALIFICATIONS

Education and Experience:

To pursue a career as an animal control officer, applicants must be at least 18 years of age with a high school diploma or GED and some experience with animals.

1. Highschool Diploma or GED required.
2. Experience with animals and a college degree preferred.
3. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Animal control officers must have knowledge of a wide variety of animal species, animal first aid, animal care and nutrition, humane capture tools and techniques, animal behavior, public relations, cruelty investigation procedures, and law enforcement.

They may also have to deal with animals that are strays or have been abandoned. Officers may also have to investigate and rescue animals in fight rings. This includes taking animals involved in fighting and baiting animals away from the environment and into a safe place.

Animal control officers must also be careful to take adequate safety precautions when working in potentially dangerous situations with unfamiliar and unpredictable animals. There is a high potential for injury when attempting to capture an animal under stress, whether that stress arises from abuse and neglect, or from being in an unfamiliar environment.

- **Emotional stability:** Animal control officers often come across difficult situations involving animals in neglected, abused, or injured states. They must know how to work with any emotions that arise in order to be able to effectively assist these animals.

- **Interpersonal skills:** This job requires interaction with the public and requires the ability to skillfully navigate difficult situations.

- **Physical agility and stamina:** Animal control officers may work on their feet for long periods of time, and need to be able to bend, stretch, and climb under or over obstacles to get to animals in need of help. They must also be ready to safely handle frightened or aggressive animals.

SPECIAL REQUIREMENTS

As with any animal career, working hours can be irregular. Most animal control officers are required to be “on-call” for emergency situations on some nights, weekends, and holidays.

TOOLS AND EQUIPMENT USED

Personal computer, including word processor, spreadsheets, project management software, 10-key calculator, phone, copy machine, fax machine, etc.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform the job functions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those and employees typically encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed outside structures and inside buildings including but limited to confined spaces, open fields, residential and commercial structures. The noise level in the field work environment is typically loud.

The Town of Pecos City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.