

## Job Description: Part Time Animal Control Officer

Summary: The Animal Control Officer, under general supervision, enforces State and County codes and ordinances governing animal control including the care and treatment, impounding, quarantine, licensing, and regulation of dogs and cats within Atascosa County. The position reports directly to the ACO Supervisor.

### Principal Duties and Responsibilities:

- Patrol Atascosa County observing, investigating, and reporting violations and responding to calls.
- Capture animals using humane equipment and methods. May require running, chasing, climbing, and crawling.
- Investigates complaints regarding vicious or dangerous animals and animal bites; impounds or quarantines offending animal and advise animal owner of applicable laws.
- Prepares and ships rabies specimens to Texas Department of State Health Services.
- Issue citations, warnings, and/or legal notices enforcing laws.
- Testify in court as to facts related to violations of animal control laws, as needed.
- Present departmentally prepared and approved educational programs including tours, lectures, slides and demonstrations at schools and civic meetings, as needed.
- Assist with animal transport, restraint, and euthanasia when required.
- Rinses scrubs and disinfects all equipment including assigned vehicle.
- Assists in maintaining equipment for proper operation.
- Monitors supply needs and communicate to Supervisor of what is needed in a timely manner.
- Maintain clean, orderly and sanitized work areas on a regular basis and learns area documentation.
- Identifies problems and notifies Supervisor.
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
- Work with volunteers, fosters and rescue representatives.
- Provides holiday, weekend, and after-hours coverage as required.
- All other duties as assigned.

### Additional Duties and Responsibilities:

- Assist with fundraising activities and special events as needed.
- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

### Physical Requirements of the Job

- Must stand, walk, bend and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand for 8 hours.
- Ability to lift 50lbs.
- Will be expected to work weekends, holidays, and off hours.

- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human.
- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels when in kennel area, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Potential for animal bites and scratches while handling animals.
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander.
- Exposure to extreme temperatures and weather conditions.

#### Minimum Qualifications

- High School Diploma or GED
- Valid Class C Driver's License
- Ability to lift over 50 pounds
- Must be able to pass a background check and drug screening
- A euthanasia certificate of completion must be obtained within one year of employment.
- Must obtain Texas Department of State Health Services Basic Animal Control certificate of completion within one year of employment.

Qualified individuals are encouraged to apply. Please drop application, resume, and references off at Atascosa County Animal Control (292 Spur 162, Jourdanton, TX 78026) or email [animalcontrol@atascosacounty.texas.gov](mailto:animalcontrol@atascosacounty.texas.gov).