



HAYS COUNTY JOB DESCRIPTION

ANIMAL CONTROL OFFICER

Job Code	Grade	FLSA Exempt Status	Safety Sensitive	Phone Allocation
0900	109	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reports to			Current Version Date:	
Animal Control Supervisor			5/2016	

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under close supervision, the Animal Control Officer performs animal control services to protect the residents, citizens and visitors of Hays County. This position patrols the County to assure all animal control laws are being followed and reports any suspicious circumstances. The work involves addressing a variety of problems and situations. This position affects the operation of the Sheriff's Office, which may include the well being of the citizens of Hays County. This position must have a strong work ethic, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, moral turpitude, and have a proper attitude.

Responsibilities

- Captures diseased and dangerous animals to comply with ordinances for safety of the public
- Prepares monthly reports relative to their duty assignment. Performs related public service activities such as providing animal control and regulation information in person to homeowners associations or other public meetings, setting traps and picking up animals
- Teaches animal awareness to citizens and children
- Assists citizens in resolving animal control complaints
- Issues citations as appropriate
- Loads and transports captured animals to local animal shelters
- Investigates cruelty to animal complaints (livestock, fowl, and other wild or domesticated animals)
- Impounds animals that appear to have been mistreated
- Maintains County vehicles and associated tools and equipment in clean and operable manner
- Transports animals to local veterinary offices as needed
- Performs other duties as assigned

Knowledge Required

- Exceptional knowledge of federal, state and Hays County regulations, policies, procedures and animal ordinances
- Exceptional knowledge of animals, their traits and misdemeanors
- Exceptional knowledge of the requirements for National Animal Control Association
- Exceptional knowledge of methods and techniques used to capture animals and dispel situations
- General knowledge of the owners and locations of veterinary offices in Hays County
- General knowledge of basic hardware and software of the report management system
- General knowledge of entering data into the computer database
- General knowledge of radio procedure
- General knowledge of customer service and telephone etiquette
- General knowledge of Sheriff's Office's missions, goals and objectives
- General knowledge of document preparation

Skills Required

- Exceptional skill in interacting with people in all socio-economic levels
- Exceptional skill in compassionately handling sick, diseased or abused animals

- Exceptional skill in remaining calm under stressful situations
- General skill in establishing and maintaining effective working relationships with County staff and the general public
- General skill in documenting, reading, understanding and maintaining files and reports
- General skill in customer relations and telephone etiquette
- General skill in basic record keeping and report preparation
- General organizational skills
- General skill in expressing oneself clearly and concisely, both orally and in writing
- Exceptional skill in driving oversized vehicles, including truck and trailer combination.

Education and/or Experience

- Requires High School diploma or equivalent
- Prefer experience working with and around animals

Other Qualifications, Certificates, Licenses, Registrations

- Must be able to pass the National Animal Control Association test within (1) one year
- Class C TX Driver's license
- Must successfully complete the On the Job Training program

Supervision

- The Animal Control Officer is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness
- The Animal Control Supervisor provides training and supervision for the Animal Control Officer and is consulted for unusual situations

Emotional Demands

The Animal Control Officer must be able to handle a stress level of dealing with sick, dangerous and abused animals. This position must obtain, clarify or give facts to members of the general public. The Animal Control Officer meets with contacts in the Hays County area. The contacts are generally cooperative however, this position may have to persuade, influence, motivate or control situations where individuals may be fearful, skeptical or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Talk
- Hear– Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues
- Occasionally stand, walk, kneel, stoop, crouch, crawl, balance, and climb
- Occasionally lift and/or move animals weighing up to 100 pounds
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in each eye.
- Sit frequently
- Ability to defend oneself from dangerous animals
- Above average dexterity and agility

Work Environment

While performing the duties of this job, the employee regularly drives a vehicle and routinely moves objects and animals. The work involves everyday risks or discomforts requiring normal safety precautions typical of animal control such as possible animal bites, inclement weather and disgruntled owners. Employee may be required to wear personal protective equipment.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office & Personnel	11/2000, 1/2009, 2/2012, 1/2013, 4/2015, 10/2015, 5/2016	