



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Animal Control Officer	<u>Effective Date:</u>	June 2024
<u>Department:</u>	Victoria County Animal Services	<u>Division:</u>	Animal Control
<u>Accountable to:</u>	Animal Control Assistant Supervisor	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate work enforcing local city and county ordinances related to animal control. They interact with the public, investigate animal bites, and file detailed reports. The officer is responsible for writing citations for violations and also assists in the euthanasia process. This position requires a strong understanding of animal welfare, effective communication skills, and the ability to handle diverse situations with professionalism.

Supervision Received

Work is performed under the moderate supervision of Animal Control Assistant Supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Receives and responds to radio calls in their assigned animal control vehicle. They should be able to promptly attend to calls related to animal control issues, such as stray animals, animal nuisances, or animal-related emergencies. They need to patrol designated areas, identify and capture animals in need of control, and safely transport them to appropriate facilities.
2. Prepares accurate reports is crucial for documenting activities, incidents, and interactions with animals and the public. The Animal Control Officer should maintain detailed records of their actions, including capturing animals, issuing warnings or citations, responding to complaints, and investigating bites. These reports help track trends, enforce regulations, and provide important information for animal welfare.
3. As part of their duties, the Animal Control Officer assists in the euthanasia of unwanted, sick, injured, and aggressive animals. They must handle and record the use of DEA regulated drugs following established protocols and guidelines. It is essential for them to demonstrate compassion, professionalism, and adhere to ethical standards when dealing with euthanasia.
4. Animal control emergencies can occur at any time, so the Animal Control Officer must be available for on-call duty after regular working hours. This responsibility ensures that urgent situations, such as dangerous or injured animals, are promptly addressed. The officer should be prepared to handle these emergencies effectively, coordinating with other relevant agencies or departments when necessary.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (less than 1 year) experience required.

- Valid Texas Driver's License.
- Animal Control Officer Certification.
- Certified Euthanasia Technician.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is heavy work frequently requiring physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include special vision requirements - close and distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Occasionally
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.