

Animal Control Officer

Salary	\$25.36 - \$29.68 Hourly	Location	Hutto, TX
Job Type	Full Time	Department	Police
Opening Date	10/08/2024	Closing Date	Continuous
FLSA	Non-Exempt		

<u>DESCRIPTION</u>	<u>BENEFITS</u>
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Position Overview

The Animal Control Officer serves the community by promoting community awareness of the humane treatment of animals. Enforces the ordinances and statutes of the city related to animals. Maintains a high level of professional and ethical standards by enforcing city ordinances, state statutes and federal laws related to animals.

Essential Duties

- While on duty educates citizens by providing information on animal care. Generates and issues handouts about animal care, law, and registration requirements.
- Attends monthly vaccination clinics.
- Investigates ordinance violations by interviewing reporting parties and witnesses.
- Investigates dangerous animals and animal bite incidents.
- Creates accurate and detailed reports on all required issues.
- Documents rabies exposure cases to the Texas Department of State Health Services.
- Impounds wildlife and domestic animals.
- Handles rabies exposure cases by capturing potentially rabid animal(s) to humanely euthanize.
- Prepares rabies suspect specimens and transport for testing.
- Responds to calls and removes high risk animals.
- Provides assistance to animals by impounding and providing first aid to injured or sick domestic and wildlife animals. Transports to veterinary clinics for observation and care.
- Removes animal carcasses from roadways.
- Gives authorization to police officers to dispatch severely injured or sick animals as necessary.
- Rescues animals from hot cars.
- Performs other duties as assigned.

Education, Certification & Experience

- High School Graduate or Equivalent; and
- Minimum of one (1) year of full-time experience working directly with animals in a shelter, veterinarian, or animal control capacity, and one (1) year of customer service experience.
- OR any combination of experience, training, and/or education that demonstrates the required job duties.
- Animal Control Officer certification highly preferred, or the ability to obtain within one (1) year of hire date.
- Must pass an extensive personal background check and be eligible and able to meet all requirements for compliance with CJIS and TCOLE.
- Must have or be able to obtain a valid Texas Driver's License and be eligible for coverage under the City of Hutto's vehicle insurance provider.

Principles of Customer Service & Disclaimer

PRINCIPLES OF POSITIVE CUSTOMER SERVICE

This position requires providing positive customer service. The key to good customer service is building positive relationships with the public, vendors, and co-workers. Thanking the customer and promoting a positive, helpful and friendly environment will ensure individuals will leave with a great impression. Treat others as you would want to be treated.

CORE VALUES

This position requires an individual to align with and maintain the standard as set by our organization's Core Values:
 Integrity- Communicating honestly, being accountable, upholding moral principles, and supporting our organization's values
 Collaboration- Showing teamwork is equally as cherished as individual achievements by celebrating positive outcomes together
 Consistency- Producing an accomplished standard of work in the workplace
 Servant leadership- Actively listening to exert a positive influence
 Mutual respect- Valuing opportunity, unique contributions, and each other
 Forward-thinking- Considering needs, listening to team members, and thinking innovatively

WORKING CONDITIONS

This position has periodic to frequent disagreeable working conditions including performing duties in the rain or wind, at night, in traffic and with the danger of being bitten by animals.

PHYSICAL CONDITIONS

This position requires the ability to regularly lift and carry injured animals weighing between 25 and 50 pounds, and occasionally some weighing 100 or more pounds; running, bending, stooping, crouching, crawling, reaching, handling and feeling to detect injuries as necessary to capture, control and care for animals

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Agency	Address	Phone	Website
City of Hutto	500 W Live Oak Street Hutto, Texas, 78634	(512) 759-4053	http://www.huttotx.gov

Support



Job Application

[Job Details](#)

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