

CITY OF ARANSAS PASS JOB DESCRIPTION

Animal Control Officer (ACO)

PAY GROUP: Animal Control **DEPARTMENT:** Police **REPORTS TO:** Administrative Captain

SUMMARY: The Animal Control Officer (ACO) is responsible for enforcing the Rabies Control Act, State Laws and City Ordinances as they apply to animals within the city.

ESSENTIAL FUNCTIONS: The ACO is responsible for patrolling, capturing loose and aggressive animals, impounding animals, dangerous dog investigations, animal bite reports, and caring for the animals at the city animal facility. ACO participates in adoptions, educational events pertaining to proper animal care, wildlife problems (not otherwise assigned to the Sheriff), and animal control regulations. ACO will issue warnings and citations to animal owners who violate animal regulations. ACO will also prepare and maintain thorough reports and records of duty activities and may have to obtain orders from the court. ACO shall respond to court summons and will be required to testify in court. ACO also manages the animal trapping program. ACO may have to tranquilize dangerous or vicious animals in a safe and humane manner. ACO responds to and investigates complaints from citizens related to domesticated animals. Further, ACO is responsible for the prevention, detection, and investigation into all animal cruelty related crimes. ACO responsible for maintaining records on all animals in the facility and pet licensing. ACO will provide humane care and treatment to all animals by providing medication, vaccinations, and scheduling veterinary care. The ACO will need to participate in euthanasia during the limited occasions it is necessary, and the animal control officer shall obtain proper euthanasia certification, if not already certified.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND TRAINING:

- Be at least 18 YOA,
- A US citizen,
- Must have a valid GED or high school diploma,
- Hold a valid class C Texas driver's license with a good driving record,
- Must be of good moral character with stable employment record and no history of conduct that may affect suitability for the position of ACO,
- Must have basic computer skills,
- Must be able to independently make and carry out decisions under high stress situations and without supervision while maintaining their composure when handling emotionally charged events,
- Have excellent communications skills, be personable, and have a good sense of humor,
- If prior military, must not have a dishonorable discharge,
- Free from any class B misdemeanor offense adjudications within the past 10 years,
- Free from any class A misdemeanor or felony adjudications.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION: The ACO will be required to obtain State Certification within 12 months of employment. If certification cannot be obtained within the deadline, employment will be terminated. ACO shall obtain proper euthanasia certification within six months of hire date. ACO will be requested to receive pre-exposure rabies vaccinations.

PHYSICAL DEMANDS AND WORKING CONDITIONS: ACO must be able to carry, drag, lift, pull / push supplies such as kennels, animal food, traps, and the live/dead animals weighing up to 100 pounds. Must be able to stoop, squat, kneel, climb and stretch to reach areas of the work site for routine cleaning and inspections. ACO will be subject to a mandatory pre-employment background investigation, random drug and alcohol testing and post-accident drug and alcohol testing. ACO may be subject to being called in to work with little to no prior notice and could be required to work beyond typical shift hours.

ONCALL REQUIREMENTS: The ACO will be subject to being called in for afterhours, holiday, and emergency response. The ACO shall maintain a 45-minute response time to the City Limits while on call.

SALARY PACKAGE:

This is a full-time position and includes city benefits. The employee will have to work weekends and holidays on occasion. The starting hourly pay for this position is \$20.25/hr. (additional incentive pay offered based on qualifications, certifications, and education).