JOB OVERVIEW

Job Title: Animal Services Officer
Department: Police
Location: Police Department
Reports To: Police Chief
FLSA Category: Non-Exempt
EEOC Category: Service and Maintenance
Pay Group: 21
Pay Range: $42,869 - $62,150

GENERAL JOB DESCRIPTION

To perform tasks related to the enforcement of animal control laws within the City of Hutchins. Educates the community about stray or vicious animals and related diseases; operates the animal holding facility; captures, impounds, relocates, and when necessary, disposes of animals; maintains records. Investigates animal complaints. Issues citations for violation of Hutchins’ ordinances and state law. Prepares reports as appropriate. Testify in court as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Responds to calls for assistance and/or citizen complaints relating to dogs, cats, and other animals.

Locates, captures and transports abandoned and stray dogs, cats, and other animals.

Prepares reports and maintains appropriate records.

Performs routine patrol.

Set up traps and prepare reports/logs on trap locations.

Maintains the animal shelter, shelter equipment, and vehicles.

Testifies in court involving enforcement of Animal Service ordinances.

Responds to emergency situations as requested such as cruelty to animal complaints and control of poisonous or dangerous animals and stray animals.
Provides humane euthanasia under the direction of the Chief of Police for animals deemed non-adoptable, that pose a threat to the health and safety of the citizens or their pets, or when necessary to prevent prolonged suffering to animals that are injured.

Ensures the adherence to safe work practices and procedures.

Perform all other duties as assigned.

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**EDUCATION & EXPERIENCE**

High School Diploma or GED

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.*

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**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

Basic certification from the Texas Department of Health as a Certified Animal Control Officer Euthanasia Certification.

*Failure to obtain appropriate certification within one (1) year of employment will result in non-disciplinary termination.*

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**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

State of Texas animal laws.

Dog breeds, animal diseases and symptoms.

Safe and efficient methods of handing dogs, cats, and other animals.

City geography and street locations.

**Skill in:**

Providing excellent, professional, and efficient customer service to the public.

Communicating clearly both verbally and in writing.

Preparing clear, organized, and thorough investigative reports.

Organizing with the ability to prioritize work and exercise independent judgement, wisdom, common sense, and initiative.

Thoroughly carrying out oral and written instructions.

Understanding and enforcing ordinances, policies and procedures related to a variety of city ordinances and state laws relating to animals.
Establishing and maintaining effective working relationships with those contacted during work, including city and other government officials, law enforcement agencies, community groups and the public.

Using a “catch pole” and tranquilizer gun.

**Ability to:**

Work nights, weekends and be able to respond to emergency after-hour call out.

Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Communicate effectively with co-workers, other agencies, and the public; ability to remain calm under pressure.

Perform difficult manual labor tasks.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials, members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.