

**DEPARTMENT: Victoria County Public Health Department –
Animal Control Shelter**

POSITION: Animal Control Officer

Full – Time /Benefits available

SALARY: \$12.50 – \$15.24

OPEN UNTIL FILLED

SUMMARY

Employee performs all routine activities of the Animal Control Division of the Victoria County Public Health Department (VCPHD).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and responds to radio calls from base station radio while in Animal Control vehicle.
- Assists in the practice of euthanasia to ensure safe and humane treatment, and dispose of unwanted, unclaimed, sick, injured and aged animals, handle dead and decomposing animal carcasses.
- Assists in the enforcement of quarantine and dangerous animal procedures to protect public health.
- Works cooperatively with other law enforcement groups and animal-related organizations.
- Delivers animals to and possibly receives animals at the Animal Shelter facility.
- Treats and/or secures professional help for seriously injured animals.
- Assists customers in choosing and adopting animals.
- Assists in running the animal incinerator when needed.
- Patrols assigned areas to pick up stray and wild animals and/or unlicensed animals.
- Prepares reports and citations.
- Investigates complaints about animals.
- Performs basic computer functions to facilitate performance of above duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school.

LANGUAGE SKILLS

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple one or two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License.
- Maintenance of Animal Control Officer Certification, and/or obtain Animal Control Officer Certification within 1 year of hire.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear under 1/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and/or smell from 1/3 to 2/3 of the time.
- Up to 100 pounds lifting from 1/3 to 2/3 of the time.
- Over 100 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and extreme heat (non-weather) occurs under 1/3 of the time.
 - Extreme cold (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
 - Exposure to moderate noise levels.

Apply to Administrative Services, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or www.vctx.org/employment

Victoria County Administrative Services
115 N. Bridge St., Room 127
Victoria, TX 77901