

Animal Control Officer

The Animal Control Officer position is assigned to the Animal Control Division of the City of Mercedes Public Works Department. Under direction of the Police Department the Animal Control officer is primarily responsible for all issues related to the enforcement of animal control codes. Preparation of recurring reports and maintenance of records will be required. Decision making requiring some interpretation and judgment is required several times a week. Position requires daily contact with the public, dealing with issues that require the use of courtesy, tact and diplomacy. The position has no supervisory responsibilities. The salary includes a benefit package, including retirement.

Essential Tasks (May include, but are not limited to the following)

1. Operates and maintains an animal control vehicle, utilizes a variety of animal control devices and equipment including leash, muzzle, traps, catch pole, net, radio and tranquilizing equipment.
2. Apprehends diseased or injured animals.
3. Offers suggestions to animal owners to aid in compliance with laws and ordinances.
4. Determines ownership of animals at large.
5. Prepares reports, gathers evidence, prepares witness statements.
6. Assists in the removal of deceased animals from City property and other locations; assists with trapping domestic and wild animals.
7. Receives and responds to animal complaints; including animals at large, stray, vicious, abandoned, nuisance or abused.
8. Answer calls and provides information to assist public with locating lost/found animals, adoption procedures, licensing requirements, spraying, neutering and disease information.
9. Maintains records of violators.
10. Handles vicious animals or irate citizens, utilizing officer safety.
11. Responds to and investigates complaints from the public regarding stray, sick, injured and abused animals; investigates cases of animal cruelty, neglect, abandonment, animal bites and barking dogs.
12. Enforces City ordinances by patrolling assigned areas; captures and impounds dead, sick, injured, stray, or trapped domestic and non-domestic animals.
13. Apprehends stray or at large animals for impoundment.
14. May be assigned other duties related to Public Works.

Minimum Qualifications

1. An accredited high school diploma or GED equivalent.
2. A valid Texas Driver's License (Class C) is required.
3. Must have the ability to enforce animal control ordinances to assure the safety and health of citizens and animals in the City of Mercedes.

4. Must be able to obtain Basic Certification as an Animal Control Officer from Texas Health Department within one (1) year of employment.
5. Must have knowledge of animal control equipment, experience in handling animals and the use of other equipment.
6. Must have excellent oral and written communications skills and the ability to prepare reports and records.
7. Must be able to follow orders and work efficiently and productively.
8. Must be able to operate department equipment safely and effectively.
9. **Weight Limit:** Specify the maximum weight an employee may need to lift (e.g., "Must be able to lift up to 50 pounds").

Job Evaluation Manual

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.