



## Job Description

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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** Animal Control Officer Position

**DEPARTMENT:** Freeport Police Department

**RATE CLASS:** hourly

**REPORTS TO:** Patrol supervisor

**SHIFT:** 8 hour shift

**EDUCATION:** High School Diploma or GED. Qualifications, skills, and requirements include but are not limited to: high school diploma or equivalent and the ability to communicate well with general public, supervisors, and co-workers., Must have a valid driver's license with good driving record.

### JOB SUMMARY:

Animal control officers enforce local and regional laws concerning the care and treatment of animals. Animal control officers patrol public areas looking for potential signs of distressed animals. Officers also work directly with citizens concerning animal control issues. Some officers also educate the public about animal control safety

### SPECIAL SKILLS:

Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations. Officer must be Skilled in the operation of job specific tools and equipment. Ability to perform work requiring good physical condition, ability to communicate effectively orally and in writing, ability to exercise sound judgment in evaluation situations and in making decisions, ability to effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, and the public and the ability to meet the special requirements listed below.

### DUTIES & RESPOSIBILITIES:

- Animal control officers are responsible for capturing stray animals by using nooses on an extended pole, nets or a tranquilizer gun
- Officers conduct investigations of animal abuse claims and animal attack incidents by gathering evidence
- issue misdemeanor citations or ask the county District Attorney's office to file felony charges in serious cruelty and neglect cases
- rescue abused animals and euthanize critically injured
- Officers cage animals at SPCA animal shelters

- Employees are required to drive a truck equipped with cages
- Does related work as directed.
- Conforms to the oral and written policies of the Freeport Police Department.

**OTHER DUTIES:**

This job description is intended to describe the general nature of work performed by the Animal Control Officer and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to pass a physical examination and drug screen. Must possess the ability to lift objects, bending, stooping, crawling, standing, and walking for extended periods of time.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as squad car, restraint devices, computer terminal, first aid equipment and camera.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms sound and odors associated with job-related objects, materials and tasks

Mental: Emergency or non-traditional work hours will be necessary. Must maintain the ability to work under pressure with numerous distractions while maintaining good ethics and public service skills in adverse circumstances.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date