



JOB SPECIFICATION
ANIMAL SERVICES OFFICER

Code 22350
Grade GS 47

General Purpose

Under general supervision, canvasses assigned area to locate animals in violation of animal regulation laws/ordinances, captures and impounds animals, investigates complaints, and enforces animal regulation laws, ordinances, rules and regulations.

Typical Duties:

Patrols assigned area to locate animals in violation of animal regulation laws/ordinances. Involves: captures biting, vicious, diseased, loose or stray animals with nets, ropes or other devices. Transports captured animals to impoundment facility. Removes animals from truck and places them in designated cages and completes impoundment reports. Investigates complaints and animal bite cases. Verifies animal licenses and rabies vaccinations. Examines captured animals for obvious injuries and transports injured animals. Aids in delivering animal brains for rabies examination. Conducts animal cruelty and nuisance investigations. Explains and enforces animal regulation laws, ordinances, policies, procedures, rules and regulations. Issues warnings or citations for violations and presents cases in court. Prepares and submits records and reports. Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations and code enforcement activities.

Knowledge, Skills, and Abilities

- Application of good knowledge of humane and safe animal care and restraint of intractable, scared and/or aggressive animals.
- Application of good knowledge of local ordinances regarding animal control and regulation.
- Application of good knowledge of techniques required to capture, handle, tranquilize and euthanize domestic and wild animals.
- Application of good knowledge of good customer relations dealing tactfully and professionally with customers and public in emotional or adversarial conditions.
- Application of good knowledge of general inspection and investigation techniques.
- Application of good knowledge of assigned area.
- Application of some knowledge of personal computers and word processing software, printers, faxes, copiers and two-way radios.
- Establish and maintain effective working relationships with City officials, coworkers and the general public.
- Clear and concise written and oral communication to respond to inquiries and prepare and present information.
- Maintain accurate logs and records of animal care and observation.
- Operate equipment required for animal capture or containment including simple maintenance of such equipment.
- Computer data entry or related computer skills.



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- Operate a two-way radio.

Other Job Characteristics

- Frequent exposure to animal bites, scratches and infectious or zoonotic diseases which are threatening to health and life.
- Frequent lifting and carrying up to 50 pounds and greater than 50 pounds with assistance.
- Frequent sitting, standing, reaching, walking, twisting and kneeling.
- Frequent operation of a light duty truck through City traffic.
- Frequent interaction with customers and the public during stressful mental and physical situations.
- Work rotating shifts, extended hours, weekends, holidays, mandatory overtime and subject to emergency recall.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: A High School diploma or (GED), and one (1) year of animal care and handling experience excluding personal pets, or six (6) months as an Animal Control Attendant and possess a Basic Animal Control Officer Certification, or obtain within six (6) months of employment.

Licenses and Certificates:

Texas Class "C" Driver's License or equivalent from another state. Obtain Euthanasia Technician Certification within six (6) months of appointment. Obtain an Advanced Animal Control Certification within twelve (12) months of appointment.