



MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644 Phone
No. 512-398-6777 | Fax No. 512-376-4376



ANIMAL CONTROL OFFICER Salary Pay: \$46,785.46

Summary

Under supervision, performs animal control services to protect the residents, citizens, and visitors in Caldwell County.

Essential Functions include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Tasks

Captures rabid and dangerous animals in non-compliance with ordinances for safety of the public; patrols the County to assure all animal control laws are being followed, and reports any suspicious circumstances; answers all animal complaints; reports monthly bite cases, animals quarantined, strays picked up, and total calls answered; performs related public service activities such as providing information in person to home-owners associations at their meetings, setting traps, and picking up animals.

Teaches animal awareness to citizens and children; receives information and instructions via e-mail and other mechanisms; receives calls from dispatchers; returns calls scheduling time place and specifics; assists citizens in resolving their problems; meets residents at their property and formulates a plan to catch the problem animal; talks to animal owners; issues citations in extreme cases; loads and transports captured animals to local animal shelters; attends public meetings to explain the Caldwell County leash laws.

Investigates the killing of livestock, chickens, rabbits, etc. to determine the responsible animal, locate the animal, capture the animal and notify of responsible owner; seizes animals that have been cruelly treated; maintains vehicle in clean and operable manner; picks up sick animals and transports them to veterinary offices to be sent off to State Health Department for rabies tests; go to all veterinary offices monthly to pick up money for county tags; compiles and reports animal information.

Supervisory Responsibility Generally none.

Qualifications 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.

- Knowledge of animals, their traits and demeanor.
- Knowledge of the Caldwell County animal ordinances.
- Knowledge of the requirements for National Animal Control Association.
- Knowledge of the owners and locations of veterinary offices in Caldwell County.
- Skill in interacting with people in all socio-economic levels.
- Skill in compassionately handling sick, diseased, or abused animals.
- Skill in oral communications.
- Skill in written communications for administrative and technical purposes.

Education and/or Experience

Experience working with or around animals.

Other Qualifications, Certificates, Licenses, and Registrations Must pass the National Animal Control Association test.

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.

While performing the duties of this job, the incumbent regularly drives a vehicle over half the time and routinely moves objects/animals weighing up to 100 pounds

Work Environment

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

While performing the duties of this job, the incumbent is subject to possible animal bites, inclement weather, and disgruntled owners.

Employee Signature

Date