



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Animal Shelter Officer	Opening Date: July 13, 2017	Application Deadline: Open Until Filled	Job Posting #: 17122
Department: Animal Services	Starting Salary: \$12.50-\$14.50 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the supervision of the Animal Services Shelter Manager, this position is responsible for daily shelter upkeep and cleaning, animal treatment and care, enforcing local and state laws and ordinances concerning the care, use, treatment, sales of, licensing, and impounding of animals. Conducts inspections and investigations, issues citations and warnings, and reports daily activities. Captures, impounds, and disposes of animals as necessary. Educates the public about relevant animal regulations, responsible pet ownership, and humane animal care.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Must have strong communication and computer skills. Must have working knowledge of standard office equipment, including the ability to answer and direct telephone calls using a multi-line phone system. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner. Must have knowledge of animal health and well-being, proper care of wild and domestic animals; various animal breeds and species as well as basic methods of animal capture, restraint, and impoundment.

MINIMUM QUALIFICATIONS: Must possess a high school diploma or equivalent, valid Texas driver's license. Some knowledge and experience in handling, identifying, restraining, and caring for animals. Basic Animal Control Officer Certification in the State of Texas, or ability to be so certified within 6 months of hire date

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/upload/page/0062/docs/BastropCountyJobApp.pdf>

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

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IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Animal Shelter Officer

Department: Animal Services

FLSA Status: Non-Exempt

Reports To: BCAS Shelter Manager

SUMMARY: Under the supervision of the Animal Services Shelter Manager, this position is responsible for daily shelter upkeep and cleaning, animal treatment and care, enforcing local and state laws and ordinances concerning the care, use, treatment, sales of, licensing, and impounding of animals. Conducts inspections and investigations, issues citations and warnings, and reports daily activities. Captures, impounds, and disposes of animals as necessary. Educates the public about relevant animal regulations, responsible pet ownership, and humane animal care.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from Shelter Manager; is further supervised by Animal Services Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Responsible for all duties related to the care of shelter animals, including cleaning of kennels, holding areas, yard areas, and general housekeeping duties inside the Shelter facility.
2. Assures animals receive food and water, bathing and grooming as needed, and provides humane handling when animals need to be moved.
3. Updates, edits and corrects data files on animals in the kennels. Maintains accurate records and accesses information related to animal case files, supply inventories, pharmaceutical use data, and animal inventory.
4. Assists clients who are seeking lost pets and those who are interested in adopting. Responds to questions about specific animals in the adoption process.
5. Periodically responds to calls in the field, enforcing local and state animal laws and ordinances. Responds to dispatched calls in priority order and determines appropriate action.
6. Apprehends and confines stray, injured, and nuisance domestic and wild animals in the most safe and humane way possible, in accordance with BCAC policies and procedures. Administers minor emergency first aid to animals. Transports animals to BCAC shelter facility.
7. Impounds, quarantines, and disposes of animals as appropriate. Administers medication in accordance with BCAC policies and procedures and State law. Euthanizes sick, injured, or homeless animals as necessary. Disposes of dead animals. Returns pets to owners and facilitate all outcomes, transports animals to as needed.

8. Investigates reports or complaints of animal-related problems or nuisances; takes appropriate action including issuance of warnings or citations; investigates reports of animal abuse; investigates animal bite reports; prepares rabies specimens as necessary. Prepares written investigative reports that may be introduced as legal court evidence.
9. Assists citizens with information regarding situations such as nuisance or trapped animals, and answers questions about animal control policies and laws. Assists in conducting education programs including making presentations at schools, providing information on responsible pet ownership and humane animal treatment.
10. Inspects and cleans department vehicles and equipment; reports maintenance issues to Shelter Manager and responds as directed.
11. Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor.
12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
13. Maintains confidentiality and security of all case work and any additional information provided;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM 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:

Animal health and well-being, proper care of wild and domestic animals;
Various animal breeds and species;
Basic methods of animal capture, restraint, and impoundment;
Pertinent local, state, and federal laws and regulations related to the care and control of animals;
Basic methods and procedures of kennel cleaning and maintenance.

Ability to:

Handle animals safely and effectively;
Operate a variety of tools, capture equipment, and related gear used for capturing and securing animals;
Identify animal breeds, species, gender, and age;
Identify signs of animal illnesses, diseases, and injuries;
Recognize signs of animal neglect, abuse, and cruelty;
Perform general cleaning tasks using a variety of chemical and detergent products;
Establish and maintain effective working relationships with those contacted in the course of the job;
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;
Work a schedule which may include nights, weekends and holidays;
Perform heavy manual labor including loading/unloading animals into truck and cages;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow & promote good safety practices;

Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working with various kinds of animals, exposure to loud noise, exposure to various weather conditions, working closely with others, working outside normal business hours and in hours of darkness; exposure to dust, dirt, fumes, animal waste, grasses, weeds, and other vegetation, and exposure to airborne particles.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, lifting and carrying animals and heavy materials in excess of 100 pounds, climbing, crawling, squatting, kneeling, and running, performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some knowledge and experience in handling, identifying, restraining, and caring for animals.

Education:

High School graduation or its equivalent.

Licensing:

Basic Animal Control Officer Certification in the State of Texas, or ability to be so certified within 6 months of hire date;
Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.