

Animal Services Officer

An Equal Opportunity Employer

POSITION SUMMARY: The purpose of this position is to protect citizens from animal-related dangers; enforce animal regulations and ordinances; provide care for impounded animals; and maintain Animal Services facility and equipment.

Wise County will conduct ongoing screenings of applications on a first come, first serve basis. As soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice after a three business day minimum posting.

ESSENTIAL JOB FUNCTIONS: Responsible for Animal Control Field Operations. Responds to and investigates citizen calls and complaints; patrols for stray, dangerous, or sick/injured animals; chases, captures, contains, and impounds animals using approved methods; investigates nuisance complaints, allegations of neglect or cruelty, and dangerous/aggressive animal complaints; investigates bite cases and rabies risks; issues notices, warnings or citations; provides for care and disposition of animals; traps, removes, and/or euthanize wildlife; oversees proper disposal of animal carcasses and shelter waste and garbage.

Responsible for in-shelter care of animals and maintaining kennels. Monitors animals for signs of health, temperament, and adoptability; administers vaccinations and draws blood for testing; implants microchips; prepares specimens in accordance with state law for rabies shipment and testing; transports animals to veterinarian when necessary.

Completes administrative tasks as necessary. Documents calls received and responses; documents rabies and other investigations; and, appears in court when needed. Orders shelter and animal supplies; processes invoices; coordinates care with veterinary clinics; and enters data from field activities into management software program.

EDUCATION AND EXPERIENCE: Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

A minimum of one year relative experience required.

SPECIAL REQUIREMENTS

May be subject to be on-call during non-working hours. May be subject to working evenings, weekends and holidays. Must be available for timely response to after call-outs when on-call duty. Bilingual skills preferred. Must have or obtain proper vaccinations within six months of employment for job hazards.

LICENSE AND CERTIFICATES

Valid Texas driver's license with good driving record and ability to maintain while employed.

Basic Animal Control Officer Certification and Euthanasia Certification through the Texas Department of Health is required.