

CITY OF MARSHALL
Human Resources Division
401 S Alamo
Marshall, TX 75670

(903) 935-4425 Office
(903) 935-4429 Fax
(903) 935-4454 Job Line
www.marshalltexas.net

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: ANIMAL CONTROL OFFICER

DEPARTMENT / DIVISION: Police / Animal Control (On-call and weekend work required)

JOB NUMBER: 201902

EXAMPLES OF DUTIES: Participate in all Animal Shelter work activities including daily feeding, cleaning, and grooming of resident animals; capturing, restraining, impoundment, quarantine, and release; ensure shelter safety and humane environment; maintain proper sanitation standards. Examine all animals for injuries or malnutrition and report findings to supervisor for follow-up action. Perform scheduled euthanasia services to wild and domestic animals and dispose of properly. Investigate reports of animal attacks or animal cruelty, including interviewing witnesses, collecting evidence, writing reports, and testifying in court proceedings. Interpret local ordinances, City policies, and state statutes/regulations pertaining to animal control field investigations. Collect, account, and receipt appropriately all fees received for surrender, impoundment, quarantine, adoption fees and monetary/supply donations. Establish and maintain effective working relationships with City staff and the general public. Coordinate rescue, transportation, and adoption efforts with animal control staff, volunteers, and rescue groups; photograph and post pets on social media. Prepare various productivity and statistical reports; participate in various public education activities. Perform other duties as apparent and/or assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE: High school diploma or equivalent; vocational training or job related course work preferred. Must have knowledge of methods of animal care through animal control, veterinary services, or other related work experience. Must be available for on-call rotation and evening/weekend work. Ability to cope with offensive sights, odors, constant noise, and exposure to physically injurious situations. Requires considerable and strenuous physical exertion including lifting objects over 50 pounds, crouching/crawling in restricted areas, chasing, and subduing animals. Knowledge of standard office/computer equipment and general recordkeeping principles and procedures required. Must obtain TDH Basic Animal Control and Euthanasia Technician certifications within six (6) months of employment; must be able to obtain Advanced level Animal Control certification. Valid Texas driver's license required.

SALARY: \$13.02 per hour starting salary

CONTACT INFORMATION: HUMAN RESOURCES DIVISION, CITY HALL
401 S Alamo
Marshall, TX 75670
(903) 935-4425

ADDITIONAL INFORMATION: Must demonstrate physical fitness, and pass medical, physical, psychological, and/or polygraph examination(s) and drug screening test as authorized by position and/or law. Must have a valid Texas driver's license and an acceptable driving record.

DATE POSTED: January 25, 2019

LAST DAY TO APPLY: Open until filled

An EQUAL OPPORTUNITY employer
promoting an ALCOHOL and DRUG-FREE work environment.