



Williamson County

SO_Animal Control Officer

Class Spec Code: B.19

Established Date: 02/01/2021

Last Revised Date: 08/29/2022

Salary Range

\$18.45 Hourly

Bargaining Unit

N/A

EEO

EEO4-Protective
Service Workers -
Nonsworn

Occupational Group

Community & Social
Services

FLSA

Non-Exempt

Benefit Code

Benefit Program

Physical Class

N/A

JOB SUMMARY

Reporting directly to Animal Control Supervisor, responsible for investigating violations of county-wide animal cruelty laws and animal regulatory laws for the Williamson County Sheriff's Office.

EXAMPLES OF WORK PERFORMED

- Collects and handles aggressive or stray animals reported within Williamson County
- Investigates reports of animal abuse and conducts animal removal for hazardous environments when necessary
- Assists owners with finding lost or stolen animals
- Transports found and abandoned animals to the wilderness, animal shelter or other related locations
- Conducts review of animals for rabies, animal bites and other visible injuries
- Performs animal rabies assessments
- Writes and issues warrants, and citations related to animal cruelty and animal regulatory laws

- Serves as county liaison to educate and promote animal safety to Williamson County communities
- Receives and responds to animal control dispatch
- Monitors and de-escalates situations involving aggressive animals
- Prepares and creates written reports of incidents for records and law enforcement
- Performs euthanasia of extremely ill animals
- Attends trainings and meetings as necessary
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Animal Control Supervisor
- Direct Reports – No

PHYSICAL DEMANDS

- May be required to perform some work outdoors in inclement weather (heat, cold, wet conditions)
- Position requires standing, walking climbing, running and heavy lifting
- Some travel between work sites as required
- Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- May be required to perform some work outdoors in inclement weather (heat, cold, wet conditions)
- Continuous contact with aggressive or abused animals

- May have exposure to animal blood and bodily fluids
- Regular travel between work sites as required

IRREGULAR HOURS

- Serves on-call on a 24-hour basis
- Requires flexibility to work weekends, evenings, and/or weekend hours
- May be deemed essential personnel in the event of an emergency

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- One (1) year of related experience

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid Texas Driver's License

Required within six (6) months of employment

- Certified Animal Control Officer
- Certified Euthanasia Technician

PREFERRED QUALIFICATIONS

- Associate degree in related field

- One (1) year of experience as an animal control officer
- One (1) year of experience working in a law enforcement capacity

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: Yes
- Physical exam: No
- Psychological exam: No
- Additional: N/A

SUPPLEMENTAL INFORMATION

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five (5) business days. The Human Resources Department is located at 100 Wilco Way, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilco.org/hr.

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes, etc.) prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

FLSA

Non-Exempt (Hourly)