



HAYS COUNTY JOB POSTING

Job Title	Animal Control Officer	Job Number	618-0900-110521
Department Head	Hays County Sheriff	Date Open	November 5, 2021
Salary Range Minimum	\$36,164.06 Annual	Application Deadline	Until Filled

**In order to be considered for this job a completed Hays County Sheriff's Office Application form must be submitted to
Hays County Sheriff's Office**

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Sheriff's office
 - Request PDF forms from sandra.galvan@co.hays.tx.us via email
- You may submit your application documents in any of the following ways:**
- Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX 78666
 - Fax: 512-393-7879
 - Email: sandra.galvan@co.hays.tx.us

For more information about this job or the application process call 512-393-7788.

Education and/or Experience

- Requires High School diploma or equivalent
- Prefer experience working with and around animals

Other Qualifications, Certificates, Licenses, Registrations

- Must be able to pass the National Animal Control Association test within (1) one year
- Class C TX Driver's license
- Must successfully complete the On the Job Training program

Required Skills

- Captures diseased and dangerous animals to comply with ordinances for safety of the public
- Prepares monthly reports relative to their duty assignment. Performs related public service activities such as providing animal control and regulation information in person to homeowner's associations or other public meetings, setting traps and picking up animals
- Teaches animal awareness to citizens and children
- Assists citizens in resolving animal control complaints
- Issues citations as appropriate
- Loads and transports captured animals to local animal shelters
- Investigates cruelty to animal complaints (livestock, fowl, and other wild or domesticated animals)
- Impounds animals that appear to have been mistreated
- Maintains County vehicles and associated tools and equipment in clean and operable manner
- Transports animals to local veterinary offices as needed
- Requires the employee to be able to render credible testimony in any court proceeding to include Justice Courts, County Courts, District Courts and any U.S. Federal Court
- Performs other duties as assigned

Summary

Under close supervision, the Animal Control Officer performs animal control services to protect the residents, citizens and visitors of Hays County. This position patrols the County to assure all animal control laws are being followed and reports any suspicious circumstances. The work involves addressing a variety of problems and situations. This position affects the operation of the Sheriff's Office, which may include the well-being of the citizens of Hays County. This position must have a strong work ethic, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, moral turpitude, and have a proper attitude.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.