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**City of Dallas**
**Classification Specification**

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| **Title:** | **Senior Animal Services Officer** | **Class Code:** | **48610** |
| **Application:** | **Career Series** | **Pay Grade:** | **F** |
| **Supplemental/Code:** | **Service Maintenance/8** | **Established:** | **10/01/94** |
| **FLSA status:** | **Non-Exempt** | **Revised:** | **01/01/09** |

**Position Purpose:**

Performs and leads lower level animal control personnel in performing a variety of duties relating to animal control to protect the public's health and safety and prevent the spread of rabies and other diseases.

**Essential Functions:**

1. Leads and trains lower level animal control personnel to ensure that animal control activities are performed correctly and efficiently and personnel understand assignments.

2. Investigates citizen complaints involving stray animals and violations of the City Animal Ordinance and issues citations or notices of violations to enforce the City's leash, vaccination, and registration laws.

3. Euthanizes animals using Schedule III FDA approved drugs to ensure animals are euthanized in a humane manner.

4. Prepares records, makes and receives telephone calls to gather information, and maintains files of reported animal bites to locate and capture animals involved in biting incidents and to file severe bite reports with the Texas State Health Department.

5. Investigates complaints of animal bites and apprehends and impounds animals involved in biting persons to determine if the biting animal shows symptoms of disease.

6. Prepares, packs, and processes shipment of animal specimen to the Texas Health Department Laboratory for rabies testing.

7. Processes dangerous dog and animal cruelty cases by gathering needed information and filing warrants to begin the process for formal legal hearings.

8. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of common diseases of animals and the methods for handling vicious, diseased or injured animals.

Knowledge of city ordinances and state laws relating to animal control.

Knowledge of various breeds of dogs, other animals and animal behavior.

Knowledge of the safe use of tranquilizing guns and animal traps.

Ability to prepare and serve court citations, warnings, and other records and forms.

Ability to direct the work of others.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to drive an automobile.

Ability to perform intravenous injections and determine proper amount of drugs to administer to animals.

Ability to lift animals and handle difficult, vicious and dangerous animals.

Must have Basic Animal Control Officer certification.

Must be certified to perform euthanasia.

Must possess a valid State of Texas Class C drivers license.


**Working Conditions and Hazards:**

Works is done from the field and in the shelter; involves driving, standing, walking, running, climbing, crouching, stooping and bending.

Exposed to bites and injuries from vicious dogs and other animals.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.