

City of Dallas
Classification Specification

Title:	Animal Services Officer	Class Code	48609
Application:	Career Series	Pay Grade:	D
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA:	Non Exempt	Revised	10/29/10

Position Purpose:

Investigates complaints of animal-related nuisances, bites, and rabies in order to apprehend and impound animals to protect the public's health and safety and prevent the spread of rabies and other diseases.

Essential Functions:

1. Investigates citizen complaints involving stray animals and violations of the City Animal Control Ordinance to protect citizens from possible attacks and exposure to rabies and other diseases.
2. Issues notices of violations or citations to violators of the city codes as they relate to animal control to enforce the City's leash, vaccination, and registration laws.
3. Impounds stray animals by physically trapping animal and transporting them to the animal shelter to enforce the City's leash laws and protect citizens.
4. Euthanizes animals using Schedule III FDA approved drugs to ensure animals are euthanized in a humane manner.
5. Operates the redemption and adoption desk at the animal shelter and prepares records for animals redeemed or adopted to assist citizens in searching for lost animals or adopting a pet.
6. Collects money and issues receipts for fee payments from citizens and balances receipts and money collected daily to ensure an accurate record of money received.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

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

Ability to meet, talk and deal effectively with the public.

Ability to prepare citations, warning notices and other records.

Ability to learn common diseases of animals and methods for handling vicious, diseased or injured animals.

Ability to learn animal behavior.

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.

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.

Must obtain Basic Animal Control Officer Certification from the Texas Department of Health.

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

Must be certified to perform euthanasia.

Working Conditions and Hazards:

Works in an animal shelter and in the field; involves driving, standing, walking, running, climbing, crouching, stooping and bending.

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

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.