



CITY OF ROUND ROCK  
invites applications for the position of:  
**Animal Control Officer**

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$15.65 - \$19.57

**OPENING DATE:** 07/24/20

**CLOSING DATE:** 08/07/20 11:59 PM

**DESCRIPTION:**

Under general supervision, the Animal Control Officer position promotes education and public safety by enforcing the state laws and city ordinances related to the humane care and treatment of animals.

**EXAMPLES OF DUTIES:**

Investigates reports of violations of state laws and city ordinances including inhumane, neglectful, or cruel treatment of animals, animal bites, dangerous dog attacks, rabies exposures, nuisance animals, and livestock violations.

Utilize discretion and proper judgment with authority to gain compliance through the issuance of citations and warnings, and/or authoring and executing search and seizure warrants and testifying at court hearings.

Proactively patrol the community for loose dogs, using a combination of training, experience, and critical thinking skills to capture and remove unattended or stray animals from the local from the local parks and neighborhoods.

Participate in various community events and public outreach; utilize knowledge of animals to educate the public on animal related issues including: animal care, control, laws, ordinances, practices, and safe handling techniques.

Operate and maintain a variety of equipment including Animal Control vehicle, two-way radio, mobile computer terminal, body worn camera, conducted electronic weapon, catchpoles, traps, snares, nets, et.

Perform administrative tasks accurately including writing reports, collecting and processing evidence, and maintaining records of monthly work, continuing education and trainings attended.

**EXPERIENCE AND TRAINING:**

Graduation from high school or GED equivalent.

Minimum one year of experience working with animals preferred.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Texas Driver's License;

Must obtain within one year of employment: Texas Animal Control Officer Certification; Euthanasia Technician Certification; Texas Notary Public Certification.

The City of Round Rock operates under the legal doctrine of "employment-at-will" and is an equal opportunity employer. The City values diversity and strives to attract a responsible, qualified and diverse workforce that represents the community that we serve.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.roundrocktexas.gov>

Job #201800525  
ANIMAL CONTROL OFFICER  
EC

OUR OFFICE IS LOCATED AT:  
231 E. Main Street  
Suite 100  
Round Rock, TX 78664  
512-218-5496  
512-218-5490  
[work@roundrocktexas.gov](mailto:work@roundrocktexas.gov)

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**Animal Control Officer Supplemental Questionnaire**

- \* 1. Do you have a High School Diploma or GED equivalent?
  - Yes
  - No
- \* 2. How many years of experience do you working with animals as a professional?
  - None
  - Less than 1 year
  - 1 to 2 years
  - 2 to 3 years
  - More than 3 years
- \* 3. Do you possess a valid Texas Driver's License?
  - Yes
  - Able to obtain prior to employment
  - No
- \* 4. Check any/all certifications you currently possess:
  - Texas Animal Control Officer Certification
  - Euthanasia Technician Certification
  - Texas Notary Public Certification
  - None
- \* 5. This position requires you to obtain the following certifications within one year of employment: Texas Animal Control Officer Certification, Euthanasia Technician Certification, Texas Notary Public Certification. Are you able to meet this requirement?
  - Yes
  - No
- \* 6. Please describe your experience as it relates to this position.

\* Required Question