



Brookshire Police Department

P.O. Box 160, 5100 U.S. Highway 90

Brookshire, Texas 77423

PHONE (281) 375-5000

FAX (281) 375-5025

Brandal Jackson, Chief of Police

NOTICE OF EMPLOYMENT OPPORTUNITY

Internal and Public Posting:

March 3, 2020 until Filled

Applications will be received by the City of Brookshire, Texas, for:

Animal Control Officer (ACO) Job Description:

DUTIES, FUNCTIONS AND RESPONSIBILITIES

The City of Brookshire is hiring a full time Animal Control Officer. The purpose of this position is to protect the City's residents from stray, vicious, or diseased animals, maintain and operate the City's animal shelter. The duties of this position will include:

- Responds to calls to catch and detain stray, abandoned, injured and/or dangerous animals.
- Patrols the city for and transports strays, abandoned, dead/injured and unlicensed animals to the city shelter
- Pick up/impound animals in a safe and humane manner.
- Provides daily care for impounded animals, including feeding, watering and medical care
- Investigate reports of animal bites and dangerous or vicious animals.
- Euthanize animals when necessary.
- Respond to observed or reported emergency situations and ordinance violations.
- Issues warnings and citations for violations of state laws and city ordinances
- Write reports and record data on appropriate log/forms.
- Testifies in court regarding ordinance violations.
- Prepares reports concerning animal bites and quarantines animals for rabies observation.
- Counsel/educate citizens and provide information and assistance regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)
- Maintains records of impounded animals.
- Cleans the shelter, equipment and tools on a daily/weekly basis.
- Respond to after hour emergency calls as needed from the Brookshire Police Department.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of relevant state laws and city codes and ordinances concerning licensing and impounding of animals.
- Knowledge of City roads and geography.
- Skill in establishing and maintaining good working relationships with other city employees and the public.
- Knowledge of the procedures involved in the capture and euthanizing of animals.
- Knowledge of animal breeds and their characteristics.
- Skill in animal care.
- Skill in safely handling animals, including those with unknown temperament.
- Adhere to disease management and safety protocols
- Animal Control Officer Certification must be completed within six months of hire date.

REQUIREMENTS

- High School diploma or GED.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Possession of a valid Class C Driver's License issued by the State of Texas

Applications are available at City Hall, 4029 5th Street Brookshire, Texas 77423. Additional information may be obtained by contacting the City Secretary, at (281) 375-5050 Monday through Friday from 8:30 a.m. to 4:30 p.m. Completed applications may be mailed (P.O. Box 160) Brookshire, Texas 77423, Attn: Claudia Harrison, City Secretary or delivered to City Hall.

The City reserves the right to reject any and all applications, waive formalities, or accept any application deemed advantageous to it.

Claudia J. Harrison
City Secretary

The City of Brookshire is an equal opportunity employer.