



# City of Texarkana, Arkansas Job Announcement

216 WALNUT STREET TEXARKANA, AR 71854

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## **ANIMAL CONTROL OFFICER (FULL-TIME)**

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### **SCOPE OF RESPONSIBILITIES:**

This is a non-exempt position. The Animal Control Officer works under the general supervision of the Animal Care and Adoption Center Director. Animal Control Officers are primarily responsible for catching and impounding stray and/or unlicensed animals at the local animal shelter. They issue citations for violations of animal control ordinances.

### **SUMMARY OF ESSENTIAL DUTIES:**

- The Animal Control Officer is responsible for patrol of the City of Texarkana, Arkansas for stray dogs, cats, and loose livestock, etc.
- Animal Control Officers perform enforcement duties under local ordinance with limited power to issue citations for violations of animal control ordinances.
- Responds to all complaints from citizens pertaining to animals. Handles the follow-up, documentation, and disposition of the animal calls for service.
- Picks up and disposes of all sick, injured, and/or dead animals.
- Animal Control Officers are required to carry a cell phone and are on call as scheduled by their supervisor.
- Works an assigned shift and is frequently called out after hours by police to handle animal control problems that occur after 5 p.m.
- Frequently required to give advice on animal control violations to citizens.
- Required to document and handle all reported bite cases.
- Must attend and testify in municipal court.
- Required to communicate in writing by completion of a wide variety of department reports.
- Required to live within 30 minutes of the City of Texarkana, Arkansas.
- Performs a wide various of duties at the shelter to include, cleaning, repairs, phones, and events.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED.

- Must be licensed to drive a motor vehicle in the state of residence.
- Good Public Relation skills and ability are needed to tactfully deal with emotionally upset, rude or irate citizens.
- Sufficient hearing ability to speak clearly while using radio equipment.
- Required trainings completion as listed below.

#### **REQUIRED TRAINING AND CERTIFICATIONS:**

- Animal Control Officer Certification Level I (FIRST 3 MONTHS)
- Euthanasia Certification (FIRST 3 MONTHS)
- Animal Control Officer Certification Level II (FIRST 6 MONTHS)
- Tranquilizer Certification (FIRST 6 MONTHS)
- Bite Stick, Pepper Spray, and Chemical Capture Certification (FIRST 6 MONTHS)
- Animal Cruelty Investigation Certification (FIRST 12 MONTHS)

#### **REQUIRED TRAINING AND CERTIFICATIONS:**

- Work is typically outdoors.
- Frequently will have to run after stray dogs and cats in order to catch them.
- Works in a variety of conditions and situations including patrolling in a pick-up truck, walking or running at times after loose animals.
- Working indoors and outdoors in various types of weather.
- There will be times when you will need to move animals that require physical strength.

**SALARY RANGE: \$30,388.80**

Applications and resumes will be accepted until the position is filled. Applications and resumes may also be faxed to (870)330-0059; emailed to [ar-employment@txkusa.org](mailto:ar-employment@txkusa.org); or be filled out online at [https://texarkanaar.gov/departments/human\\_resources/employment\\_opportunities.php](https://texarkanaar.gov/departments/human_resources/employment_opportunities.php). The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.