

**Llano County  
Employment Opportunity  
Sheriff's Department  
Animal Control Officer – \$41,657**

The Llano County Sheriff's Department is seeking candidates for the position of Animal Control Officer. This is a full-time non-exempt position, under the direct supervision of the Chief Deputy. This position is responsible for the enforcement of the animal control regulations adopted by the county and state law pertaining to rabies control and estray livestock; ensure that complaints are handled efficiently and effectively; educate the public in pet responsibility and ensure the protection and safety of animals and people in the county.

Job Location: Llano County Law Enforcement Center, 752 Andy Taylor Drive, Llano, Texas 78643  
Job open: until filled

**Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay**

**Background check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [nlevlon@co.llano.tx.us](mailto:nlevlon@co.llano.tx.us).

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

**Llano County is an Equal Opportunity Employer**

## **Llano County Job Description**

**Job Title: Animal Control Officer**

**Base: L2**

**FLSA: Non-Exempt**

**Department: Sheriff**

**EEO: 08 Service/Maintenance**

**Reports To: Chief Deputy**

### **Summary:**

This position is responsible for the enforcement of the animal control regulations adopted by the county and state law pertaining to rabies control and estray livestock; ensure that complaints are handled efficiently and effectively; educate the public in pet responsibility and ensure the protection and safety of animals and people in the county.

### **Essential Functions:**

- Responds to routine inquiries and complaints concerning animal problems or violations of animal control ordinances, including but not limited to; animals running at large, bites, property damage, or injuries; maintains effective and efficient public relations when dealing with citizens
- Investigates violations of animal control ordinances and issue warnings or citations as required
- Investigates complaints of unwanted or escaped animals or those causing nuisances; captures and transports animals to the animal shelter
- Carries out duties in conformance with Federal, state, and county laws and regulations
- Coordinate investigative activities, provides mutual assistance during emergency situations and provides general information about Animal Control activities to the Chief Deputy
- Prepare and maintains records

### **Other Duties & Responsibilities:**

- Adheres to safe work practices and procedures
- Regular attendance and adherence to work schedules is required; must be available after hours
- Maintains normal availability by radio or telephone for consultations on major emergencies or routine Animal Control questions
- Operates various equipment including assigned vehicle, animal capture equipment (traps, catch poles), radio, cellular phone, first aid equipment, self-defense weapons (spray, etc.), baton, bite stick and computer

### **Education Requirements:**

- High School Diploma or GED
- Valid Texas Drivers' License

**Skills & Requirements:**

- Ability to meet and serve the public in a professional and efficient manner
- Ability to perform detailed work with speed and accuracy
- Ability to interact in a positive manner with the public and co-workers
- Knowledge in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Communicate effectively in writing and verbally
- Ability to work independently without direct supervision
- Other duties as assigned

**Physical Demands and Work Environment:**

- Position typically performs a significant portion of work while standing, kneeling, reaching and climbing
- Position requires the handling of objects of varying weights and shapes, requiring good physical condition, flexibility and balance
- Position requires occasional physical labor, endurance and mental well being
- Position frequently requires the employee to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift

**Special Conditions:**

- This position may require specific training or experience that is relevant to the department and tasks required
- This position is subject to working in inclement weather and hostile work environments
- This position requires the occasional exposure to hazardous materials and conditions
- May be in contact with foul language, unpleasant orders, and hostile public