



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: September 9, 2014
Close: When Filled

JOB POSTING
Animal Control Officer
Full Time
Monthly Salary: \$2,810

JOB SUMMARY:

Enforces animal related City ordinances and provides services to protect the public's health safety and welfare by responding to calls for assistance, patrolling the city, and taking appropriate measures to bring compliance with city ordinances while providing efficient, humane treatment to all animals under their care and control.

MINIMUM QUALIFICATIONS:

- Must possess a valid Texas Driver's License
- High School Diploma or GED required
- Must be 18 years of age
- Must be able to obtain Basic Animal Control Officer Certification and Euthanasia Certification within 12 months of employment
- The employee must frequently lift and/or move up to 50 pounds and occasionally assist in lifting and/or moving more than 100 pounds
- Must be able to work various shifts on various days of the week

SKILLS AND EXPERIENCE:

- Must have knowledge of the use and application of computer software relevant to this position.
- Must have working knowledge of the City ordinances and codes pertaining to animal control.
- Must have basic skill in handling equipment used to capture and impound animals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to write reports, business correspondence, and procedure manuals.

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application with attached Application Addendum provided at www.bedfordtx.gov/hr or pick up an application and Application Addendum from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer