



JOB POSTING

Applications Accepted
Until Filled

Position: Animal Control Officer
Department: Police Department / Animal Control
Employee Category: Full-Time
Hourly Salary: \$17.53
Work Schedule: Varies
To Apply: Applications available to fill out and print online [click here](#) or go to our website www.bedfordpolice.com/police-officer . Please deliver or mail to Bedford Police Department: Recruiting – 2121 L. Don Dodson Drive.

JOB SUMMARY: Enforces animal related City ordinances and provides services to protect the public's health, safety, and welfare. Responds to calls for assistance and/or citizen complaints by operating a city vehicle and utilizing the police radio and emergency equipment. Cleans and maintains the animal shelter, shelter equipment, and vehicles. Provides the public with shelter tours, educational programs, and general safety information.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- A valid Texas Driver's License.
- Be at least 18 years of age.
- Must be able to 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
- *Must be able to obtain the basic certification in Animal Control and a Euthanasia Certification within 1 year of employment.*

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 correspondences, and procedure manuals.