

## EMPLOYMENT NOTICE

**WORKING TITLE:** ANIMAL CONTROL OFFICER  
**DEPARTMENT:** SHERIFF'S OFFICE  
**REPORTS TO:** CAPTAIN - ADMINISTRATION  
**SALARY:** GROUP 111-114 (\$16.93 – 25.43)

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### **GENERAL DESCRIPTION**

This position is responsible for the enforcement of the animal control regulations adopted by the county and state law pertaining to rabies control and stray 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.

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### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

Must be able to handle shift work; have the ability to work with the public in a professional manner; basic knowledge of computers; ability to establish and maintain an effective working relationship with co-workers and officials.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Applicants must be at least 21 years of age and must have graduated from high school (or have GED).

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Applicant must hold a TCOLE Peace Officer License.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained online at [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 am and 5:00 pm from the Human Resources Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications will be accepted at the Human Resources Office until the position is filled.