



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Animal Control	JOB GRADE:	8
JOB TITLE:	Animal Control Officer	BI-WEEKLY SALARY:	\$1,334.82
LOCATION:	County Wide	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday, Thursday & Friday 10am-6pm; Saturday & Sunday 8am-4pm (Schedule subject to change)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High school graduate or equivalent Possess animal control certification (Or obtain within six months of employment) Prior animal handling experience Knowledge of animal breeds and behavior helpful Data entry experience (at least 6 months) Valid Texas Driver's License | <ul style="list-style-type: none"> Ability to work well with the Public, in person and by phone Ability to effectively communicate verbally and in writing Ability to work well under pressure with constant interruptions MUST be a Team player, able to work in a fast-paced environment and multi-task |
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Primary Job Duties

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| <ul style="list-style-type: none"> Safely and humanely, capture and transport animals, including those who are sick, injured or potentially dangerous. Investigate reports of rabies exposure, dangerous or vicious animals and proper care violations. Participate in prevention services such as teaching bite prevention classes, responsible pet ownership classes, etc. Respond to observed or reported emergency situations and ordinance violations as well as after-hours emergency calls as needed. Write reports and record data on appropriate log/forms. Issue citations; obtain affidavits and testify in court. | <ul style="list-style-type: none"> Answer citizen questions and provide assistance, education regarding responsible animal ownership/ordinance requirements and assist in complaint mediation. Euthanize animals when necessary with understanding and compassion for the animal. Collect money and issues receipts for fee payments from citizens, if needed. Balances receipts and money collected daily, if applicable, to ensure an accurate record of money received. Regular, reliable and punctual attendance is an essential function of the job Any other duties as assigned by supervisor Must be able to work with any and all animal breeds |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	633-2700-9	Requisition No:	2697
Date Posted:	11-21-2018	Equal Employment Opportunity Employer	