



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 671.3

Job Title: **SENIOR ANIMAL ENFORCEMENT OFFICER**

Pay Grade: 17

### **GENERAL SUMMARY:**

Leads Animal Enforcement Officers in the collection, impoundment and care of animals, and the enforcement of ordinances regarding animals.

### **RESPONSIBILITIES:**

- Assists with the coordination of daily work activities of Animal Control Officer Officers and Trainees and provides work direction as necessary.
- Leads field training and counsels Animal Enforcement Officers and Trainees in the performance of job duties.
- Leads field investigations of criminal activities such as animal cruelty as assigned.
- Performs inspections of livestock facilities and commercial pet facilities.
- Explains city animal related ordinances to the general public.
- Conducts pet ownership and animal safety programs for schools and local civic organizations as assigned.
- Issues legal summonses to ordinance violators and provides court testimony.
- Responds to sensitive and/or complicated calls and requests from the public, and other agencies.
- May act as supervisor in the absence of the Animal Enforcement Supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **EXPERIENCE:**

Two years of experience in law enforcement or animal control are required.

An Associate or higher degree in a field related to the work being performed may be substituted for two years of experience.

#### **Certification or license:**

State of Texas Animal Control Certification is required. Certification from other sources such as University of Missouri Law Enforcement Training Institute or National Animal Control Association is preferred.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work may lead to minor injury, inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS (cont'd):**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct reports

#### **Indirect Supervision:**

No indirect reports

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer, and responding to persons that are irate.

### **PHYSICAL EFFORT:**

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions, and hostile animals. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. Risk of exposure to infectious diseases and physical trauma.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Animal Enforcement Officer Trainee  
Animal Enforcement Officer  
Animal Enforcement Investigator  
Rabies Investigation Coordinator  
Senior Animal Enforcement Officer  
Animal Enforcement Supervisor  
Animal Enforcement Manager

*Effective: December 2015*