


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p><b>Date Posted: 09/13/2021</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open: 1</b></p> <p><i><b>Notice:</b> The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Assistant Animal Control Officer	<b>Job Status:</b>	Full time
<b>Department:</b>	Bonham Police Department	<b>Supervisor:</b>	Chief Mike Bankston
<b>Salary:</b>	\$26,457.60 annually (\$12.72 hourly) effective 10/01/2021. Full time employees receive paid vacation, sick time, personal time, paid holidays, retirement & life insurance. Medical, dental, and vision insurance available at minimal costs.		
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.</li> <li>• Euthanize rabid, unclaimed, or severely injured animals.</li> <li>• Examine animal licenses, and inspect establishments housing animals for compliance with laws.</li> <li>• Examine animals for injuries or malnutrition, and arrange for any necessary medical treatment.</li> <li>• Investigate reports of animal attacks or animal cruelty, interview witnesses, collecting evidence, and write reports.</li> <li>• Issue warnings or citations in connection with animal-related offenses, or contact police to report violations and request arrests.</li> <li>• Remove captured animals from animal-control service vehicles and place animals in shelter cages or other enclosures.</li> <li>• Supply animals with food, water, and personal care.</li> <li>• Write reports of activities, and maintain files of impoundments and dispositions of animals.</li> <li>• Answer inquiries from the public concerning animal control operations.</li> <li>• Clean facilities and equipment such as kennels and animal control vehicles.</li> <li>• Contact animal owners to inform them that their pets are at animal holding facilities.</li> <li>• Educate the public about animal welfare, and animal control laws and regulations.</li> <li>• Organize the adoption of unclaimed animals.</li> <li>• Prepare for prosecutions related to animal treatment, and give evidence in court.</li> <li>• Performs all operations and maintenance activities and equipment in a safe and efficient manner.</li> <li>• Performs other duties as assigned by direct supervisor.</li> <li>• Ability to work in hazardous environments to include but not limited to confined spaces, overhead, and below grade.</li> </ul>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>• High school diploma or G.E.D. certificate preferred but not required.</li> </ul>		
<b>Requirements:</b>	<p><i>Minimum</i></p> <ul style="list-style-type: none"> <li>• At least 18 years of age.</li> <li>• Ability to work weekends, holidays, evenings, and take on-call as assigned.</li> <li>• Must be able to work in all types of weather conditions.</li> </ul>		

	<ul style="list-style-type: none"><li>• Must have and maintain a valid Texas driver's license or equivalent state.</li><li>• Must have the ability to obtain and maintain an Animal Control Officer certification with the Texas Department of State Health Services.</li><li>• Routinely lifts items weighing up to 85 lbs from floor to shoulder, and occasionally items weighing up to 50 lbs from shoulder to overhead unassisted.</li></ul>
<b>Overview:</b>	<p>This description is an explanation of typical duties, responsibilities, physical demands, work environment, hazards, and equipment/machinery experienced by the employee for the job listed above. It is not to be taken as an all-inclusive list of all the employee may encounter or be assigned while performing this job.</p>