

City of Marlin
Job Description

Position: ACO Revision Date: 10/01/2022
Department: Code Enforcement/ACO Effective Date: 12-23-98
Reports to: Police Chief Exempt___ Non-Exempt- X
Full Time: Yes
Hourly Rate: \$15.43--\$16.23

Job Summary

This is a highly responsible position with little supervised duties. The purpose of this position is to protect the health, safety, and welfare of the general public and to enhance the quality of life within the City of Marlin through the education and enforcement of various regulatory standards. Other duties include performing investigations on complaints concerning all types of animal control issues, compliance with City and State regulations pertaining to animal control, public relations with animal owners and various other governmental agencies.

- Patrols the city to search and capture loose animals, investigate animal cruelty complaints, responds to calls and complaints regarding dead, lose or vicious animals.
- Effectively managing an appropriate caseload, documenting case activities and evidence, tracking conversations with government officials, the public, and other city staff.
- Enforce city animal control laws; interpret and explain to public ordinances relating to the care and keeping of animals; issue citations for violations of animal control ordinances.
- Appears in Municipal Court to testify regarding violations of Health and Safety Code and to include Animal Control Laws.
- Must be able to use injectable euthanasia and tranquilizer products.
- Must understand the health necessity of destroying animals and must be agreeable to perform this function.
- Impound quarantine and dispose of animals as appropriate, transport injured animals to a veterinarian to be treated.
- Operate and maintain assigned equipment, and prepare, clear and concise reports.
- Understands State Rabies Law and the role performed by the city.
- Must be able to perform other duties as assigned.

MINIMUM REQUIREMENTS:

Educational, requirements, certification or licensing standards and experience.

- Knowledge of various breeds of dogs, cats, and other domestic animals
- Behavioral characteristics of both domestic and wild animals
- Basic methods of animal collection and impoundment
- Tranquilization and injectable euthanasia Certification within six months of employment.
- Must have a valid State of Texas Class "C" Driver license.
- Be insurable under the City of Marlin's auto insurance guidelines.
- Ability to operate a motor vehicle.
- Understand techniques involved in the care of impounded animals
- Must have or be able to acquire Animal Control Certification within (12) months of employment.
- Tactful and effective communication skills

