



Thank you for your interest in the position of
Animal Control Officer:
Police Department

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Job Description Signature Page, Job Application, and the Application Notification/Release of Information Form. **You should keep this letter and the job description for your personal information.**

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. If you choose to submit it, please include it with your application.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made.

This position will remain open until it is filled.

Applications are forwarded to the appropriate department head for consideration. The department head for this position is Captain McDonald.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer, Human Resources Director at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

PLEASE RETURN YOUR COMPLETED APPLICATION TO LEVELLAND CITY HALL, MAIL IT TO PO BOX 1010, LEVELLAND, TX 79336, EMAIL IT mfieldsallgeyer@levellandtexas.org, OR FAX IT TO 806-894-0119.

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Class Title: Animal Control Officer

BRIEF DESCRIPTION:

The purpose of this position is to enforce City ordinances and state laws regarding animal violations by responding to complaints concerning animals. This is accomplished by patrolling within the City limits and maintaining the City animal shelter and pound. Other duties may include disposing of dead animals, maintaining patrol vehicles, building and repairing traps, recording animal information and interfacing with other City employees and citizens. This position does not provide direction to other employees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Enforces animal ordinances by receiving and responding to animal complaints, patrolling within City limits for unlicensed animals, apprehending diseased or injured animals, determining animal ownership, offering suggestions to animal owners regarding complying with laws and ordinances, investigating instances of animal cruelty and animal attacks, maintaining records on violations, and testifying in court as necessary.
2	M	Maintains animal shelter and pound by performing small repairs, cleaning the shelter and pound, disinfecting and rinsing outside and inside animal runs, cleaning, monitoring and securing cages and storing and preparing supplies.
3	M	Provides assistance to the general public by helping customers complete paperwork, delivering and demonstrating the proper use of traps, placing and removing animals from cages, recording animal information and maintaining log books.
4	H	Disposes of dead animals by loading animals onto the truck and transporting them to the landfill.
5	M	Maintains patrol vehicles by wiring lights, sirens and cages and building brackets for sirens and lights.
6	M	Traps dogs, cats and skunks by building and maintaining traps.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Under and including one year.
Certification and Other Requirements	Valid Texas Driver's License
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At work sites
Sitting	F	At a deskwork, in vehicle
Walking	F	Around work sites, while catching animals
Lifting	F	Animals
Carrying	F	Animals
Pushing/Pulling	O	Animals in and out of cages and vehicles
Reaching	O	For tools, equipment and animals
Handling	F	Hand tools, animals
Fine Dexterity	O	Using computer keyboard
Kneeling	F	To get animals
Crouching	F	To get animals
Crawling	O	To get animals
Bending	O	To get animals
Twisting	O	To get animals
Climbing	O	Onto equipment
Balancing	R	On equipment
Vision	C	Looking for stay animals, reading
Hearing	C	Listening for animals and to the general public
Talking	F	To the general public
Foot Controls	O	While driving vehicle
Other (Specify)	F	Running while catching animals

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Police radio, pager, staid equipment, tranquilizer gun, fire extinguisher, animal stretcher, traps, spray, leash, camera, catch poles, welder, torch and other metal and wood-cutting equipment

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	M	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	S	Warehouse
Electrical Hazards	S	Noise and Vibration	D	Shop
Fire Hazards	N	Wetness/Humidity	S	Vehicle X
Explosives	N	Physical Hazards	W	Outdoors
Communicable Diseases	W			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, eye protection, boots

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	R
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other	

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of applicant

Date

Police Captain
Job Title of Supervisor

Signature of Supervisor

Date

Police Chief
Job Title of Department Head

Signature of Department Head

Date

Please indicate accommodations needed, if any:

No Accommodations Needed

Reasonable Accommodations Needed

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Job Description Signature Page - Return this page with your completed application

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Application For Employment

1709 Ave. H. PO Box 1010 Levelland, Texas 79336

Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Animal Control Officer
POSITION DESIRED DATE

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () _____ Cell () _____ E-Mail _____ @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as related to the job applied for. Details (charges, penalties, where, when, currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
 School _____ City/State _____ Last Grade Completed _____

College/University: _____
 Location _____ Sem. Hours _____ Major _____ Minor _____ Type of Degree _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



AFFIRMATIVE ACTION FORM
Animal Control Officer

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- | | | |
|--|--|--|
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Tech school/college placement | <input type="checkbox"/> Employee referral |
| <input type="checkbox"/> Temporary service service | <input type="checkbox"/> Recruiter | <input type="checkbox"/> State employment |
| <input type="checkbox"/> Other _____ | | |