



**Chris Kotzur**  
Chief of Police

215 E. Broadway  
Brownfield, Texas 79316-4304  
(806)637-2511 Fax (806)637-3724

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**Job Title:** Animal Control Officer  
**Location:** Brownfield, Texas  
**Employment Type:** Full-Time  
**Pay Rate:** \$18.43/hour

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## Position Overview

The Animal Control Officer is responsible for the daily care, handling, and management of animals within the shelter. This position supports animal control operations, ensures humane treatment of all animals, and provides assistance to the public regarding animal services, adoptions, and local ordinances.

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## Compensation and Benefits

- \$18.43 per hour
- Full-time position
- Health insurance provided for employee **AND dependents**
- Two (2) weeks paid vacation after 12 months of employment
- Accrual of 10 hours sick leave per month after 90 days

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## Key Responsibilities

- Receive, handle, and kennel animals of all species, including stray, abandoned, sick, injured, or potentially dangerous animals
- Assist in the humane euthanasia of animals with professionalism and compassion
- Feed, water, bathe, dip, and exercise animals
- Clean, disinfect, and maintain kennels, animal handling areas, and shelter grounds daily
- Assist with unloading deliveries, stocking shelter supplies, and organizing materials
- Verify rabies vaccinations and assist with pet registration programs
- Prepare reports related to animal bites and quarantine animals for rabies observation
- Monitor animal health and report illness or injury to supervisors
- Maintain accurate records of impounded animals and perform data entry
- Answer telephone inquiries and provide customer service to the public
- Testify in court regarding ordinance violations when required
- Assist in evaluating animals for adoptability
- Counsel potential adopters, review applications, and approve or deny adoptions



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- Perform intake, reclaim, daily care, and adoption-related duties
- Provide public education regarding animal control laws and city ordinances
- Attend required training and maintain certifications
- Perform other related duties as assigned

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## Minimum Qualifications

- High School Diploma or GED
- Valid Class C Texas Driver's License
- Ability to read, write, and perform basic mathematical calculations

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## Knowledge, Skills, and Abilities

- Knowledge of applicable state laws, city codes, and animal control ordinances
- Familiarity with local roads and geography
- Understanding of animal behavior, breeds, and characteristics
- Knowledge of safe animal handling techniques, including animals with unknown temperament
- Ability to assist in animal capture and euthanasia procedures
- Strong animal care and observation skills
- Ability to maintain accurate records and use basic computer systems
- Effective communication and interpersonal skills for working with staff and the public
- Ability to follow disease control and safety protocols
- Ability to establish and maintain professional working relationships

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## Work Environment

This position involves frequent exposure to animals of varying temperaments, cleaning chemicals, and potentially hazardous situations. Work may include outdoor conditions and physical labor such as lifting, bending, and restraining animals.

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## How to Apply

Submit your application to Brownfield City Hall. Additional details available upon request.