

Job Description: Animal Control Officer
Reports To: Community Development Director
FLSA Status: Non-Exempt
Employment Type: Full-Time

Position Summary

The Animal Control Officer (ACO) enforces state, county, and municipal laws, ordinances, and regulations regarding the care, control, and licensing of domestic and wild animals. This role involves public education, investigating complaints of animal cruelty or nuisance, capturing stray or dangerous animals, and maintaining community safety. This position may also include occasional code enforcement assistance such as removal of signs, assisting with community events, etc. The ideal candidate balances a strong enforcement mindset with compassion for animals and excellent public relations skills.

Essential Duties & Responsibilities

The duties listed below are intended as illustrations of the various types of work that may be performed:

- Patrol city streets and public areas to locate stray, unlicensed, injured, or abandoned animals. Enforce local animal control ordinances and issue citations or warnings for violations.
- Investigation: Respond to public complaints regarding animal nuisances, barking dogs, animal bites, and potential animal cruelty or neglect. Conduct thorough investigations, interview witnesses, and gather evidence.
- Animal Handling & Capture: Safely humanely capture, restrain, and transport stray, wild, injured, or aggressive animals using specialized equipment (e.g., catch poles, traps, nets).
- Public Safety & Health: Respond to reports of animal bites, coordinate quarantine procedures for potential rabies exposure, and transport specimens for laboratory testing when necessary.
- Community Relations: Educate the public on responsible pet ownership, local animal laws, wildlife coexistence, and spay/neuter programs.
- Documentation: Maintain detailed logs, write comprehensive incident reports, and prepare cases for potential legal action. Testify, if necessary, in administrative hearings regarding ordinance violations.
- Shelter Support: Assist with the intake, feeding, and basic care of animals brought to the city shelter, ensuring a clean and safe environment.

Minimum Qualifications

Education & Experience

- High School Diploma or GED equivalent.
- [Optional but preferred]: One (1) year of experience in animal handling, code enforcement, or veterinary support.

Licenses & Certifications

- Valid State Driver's License with a clean driving record.
- Ability to obtain a State Animal Control Officer Certification within [6/12] months of hire.

Required Knowledge, Skills, and Abilities

- Animal Behavior: Basic knowledge of domestic and wild animal behavior, breeds, and safe handling techniques.
- Conflict Resolution: Ability to remain calm, professional, and assertive when dealing with angry, emotional, or uncooperative members of the public.
- Physical Stamina: Ability to lift heavy animals/equipment (up to 50–70 lbs) and chase or restrain agitated animals in various terrain and weather conditions.
- Communication: Strong computer skills along with strong written and verbal communication skills for report writing and community interaction.

Working Conditions & Physical Demands

- Environment: Exposure to outdoor weather elements, noisy shelter environments, and potentially hazardous situations (e.g., aggressive animals, zoonotic diseases, biohazards).
- Schedule: Standard shift work, but requires flexibility to work weekends, holidays, and rotating "on-call" shifts for after-hours animal emergencies.

Compensation & Benefits

- Salary Range: Based on experience
- Benefits: Comprehensive health, dental, vision, and short-term disability insurance; city-matched retirement; paid time off (sick and vacation) and paid holidays; uniform allowance.

To Apply

Please submit a city employment application and/or resume, to the Stilwell City Human Resources Department, email address hr@cityofstilwell.com by June 26, 2026.