DEPARTMENT: Animal Services  
JOB GRADE: 8  
JOB TITLE: Animal Control Officer  
HOURLY SALARY: $19.23 – $25.77  
LOCATION: County Wide  
CIVIL SERVICE: Yes  
SHIFT HOURS: Sunday-Saturday 8:30 am-5:00 pm (with 2 days off per work). Schedule subject to change.  
SUBMIT APPLICATIONS: Montgomery County Human Resources Department  
ADDRESS: 501 N. Thompson, Ste. 400 Conroe, TX 77301  
PHONE: (936) 539 – 7886  
FAX: (936) 788-8396  
E-MAIL: jobs@mctx.org  
WEBSITE: www.mctx.org  
OFFICE HOURS: Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)  

Education, Experience and Skill Requirements  
- High school graduate or equivalent  
- Possess Animal Control Officer certification (or obtain within six months of employment)  
- Prior animal handling experience  
- Knowledge of animal breeds and behavior helpful  
- Data entry experience (at least 6 months)  
- Valid Texas Driver’s License  
- Ability to work well with the public, in person and by phone  
- Ability to effectively communicate verbally and in writing  
- Ability to work well under pressure with constant interruptions  
- MUST be a Team player, able to work in a fast-pace environment and multi-task  

Primary Job Duties  
- Safely and humanely capture and transport animals, including those who are sick, injured or potentially dangerous.  
- Investigate reports of rabies exposure, dangerous or vicious animals and proper care violations.  
- Participate in prevention services such as teaching bite prevention classes, responsible pet ownership classes, etc.  
- Respond to observed or reported emergency situations and ordinance violations as well as after-hours emergency calls as needed.  
- Write reports and record data on appropriate log/forms.  
- Issue citations; obtain affidavits and testify in court.  
- Answer citizen questions and provide assistance, education regarding responsible animal ownership/ordinance requirements and assist in complaint mediation.  
- Euthanize animals when necessary with understanding and compassion for the animal.  
- Collect money and issues receipts for fee payments from citizens, if needed. Balances receipts and money collected daily, if applicable, to ensure an accurate record of money received.  
- Regular, reliable and punctual attendance is an essential function of the job  
- Any other duties as assigned by supervisor  

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.