

## City of Anson

### Animal Control Officer / Code Enforcement

**Job Title:** Animal Control Officer / Code Enforcement

**Starting Pay:** \$38,000

**Employment Type:** Full-Time

Are you passionate about community safety and animal welfare? We are seeking a dedicated, self-motivated individual to fill the dual role of Animal Control Officer and Code Enforcement.

#### Key Responsibilities

##### Animal Control

- Respond & Capture: Respond to calls regarding stray, injured, or distressed animals; safely capture and transport animals to shelter.
- Investigation & Enforcement: Investigate reports of animal neglect or bites; Issue notices for violations of local and state animal ordinances; maintain documentation
- Humane Management: Perform or assist in the humane euthanasia of animals in accordance with state law and departmental policy. This responsibility is reserved for instances where animals are a public safety risk, unadoptable due to severe medical issues, or when the facility has reached critical capacity.
- Shelter & Animal Care: Feeding & watering shelter animals; shelter upkeep and daily cleaning; helping rehome stray dogs

##### Code Enforcement

- Inspections: Conduct routine patrols to identify violations of municipal ordinances (ex., overgrown lots, abandoned vehicles, illegal dumping).
- Compliance: Issue warnings and notices of violation; work with property owners to establish timelines for bringing properties back into compliance.
- Documentation: Maintain detailed logs, photographic evidence, and reports

## **Required Qualifications**

- **Physical Ability:** Must be able to lift 50lbs, navigate uneven terrain, and handle unpredictable animals in various conditions.
- **Certifications:** Must be able to obtain Animal Control Officer Certifications within 6 months of hire; must be able to obtain Chemical Capture certification within 1 year of hire

## **Benefits**

Employee health insurance paid by employer; dental/vision insurance available; Vacation/sick and Paid Holidays; Retirement Plan (TMRS) at 5% contribution and 2:1 match; longevity pay; life insurance

## **How to Apply**

Interested candidates should submit a job application to City Hall, 1301 Commercial Ave, Anson TX 79501, or through email to [citysec@anson-tx.us](mailto:citysec@anson-tx.us) & [graziose@ansontx.us](mailto:graziose@ansontx.us)

# JOB APPLICATION

## City of Anson

1301 Commercial Ave., Anson, Texas 79501

325-823-2411

City of Anson is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

### **Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Employment Position applying for: \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

What days are you available to work? \_\_\_\_\_

If needed, are you available to work overtime? Yes No

Salary desired: \_\_\_\_\_

### **Personal Information**

Have you ever applied to or worked for the City of Anson? Yes No

If yes, when and reasons for leaving? \_\_\_\_\_

Do you have any relatives, friends, or acquaintances working for the City of Anson? Yes No

If yes, state Name and Relationship: \_\_\_\_\_

Are you a U.S. Citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status? \_\_\_\_\_

Are you 18 years if age or older? Yes No

Do you have any conditions which would require Job accommodations? Yes No

If yes, please describe accommodations required: \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime (s), when and where convicted and disposition of the case:

{Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.}

*City of Anson Job Application*

**Job Skills / Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

---

---

---

(Note: City of Anson complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

**Education and Training**

**High school**

Name: \_\_\_\_\_, Location (City, State) \_\_\_\_\_, Year Graduated \_\_\_\_\_, Degree Earned \_\_\_\_\_

**College / University**

Name: \_\_\_\_\_, Location (City, State) \_\_\_\_\_, Year Graduated \_\_\_\_\_, Degree Earned \_\_\_\_\_

**Vocational School / Specialized Training**

Name: \_\_\_\_\_, Location (City, State) \_\_\_\_\_, Year Graduated \_\_\_\_\_, Degree Earned \_\_\_\_\_

**Military:**

Are you a member of the Armed Services? Yes    No

**Previous Employment**

**Employer Name:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_  
**Employer Address:** \_\_\_\_\_  
**City, State, and Zip Code:** \_\_\_\_\_  
**Employer Telephone:** \_\_\_\_\_  
**Dates Employed:** \_\_\_\_\_  
**Reason (s) for leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_  
**Employer Address:** \_\_\_\_\_  
**City, State, and Zip Code:** \_\_\_\_\_  
**Employer Telephone:** \_\_\_\_\_  
**Dates Employed:** \_\_\_\_\_  
**Reason (s) for leaving:** \_\_\_\_\_

*City of Anson Job Application*

**Employer Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason (s) for leaving: \_\_\_\_\_

**References**

*Please provide 3 personal and professional references below:*

Name: \_\_\_\_\_, Contact Information: \_\_\_\_\_  
Name: \_\_\_\_\_, Contact Information: \_\_\_\_\_  
Name: \_\_\_\_\_, Contact Information: \_\_\_\_\_

**AT-WILL EMPLOYMENT**

The relationship between you and the City of Anson is referred to as "employment at will" This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the City of Anson. No representative of City of Anson has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter you're at-will employment status, except for a written statement signed by you and either The City Manager or City Council.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_