

**EMPLOYMENT NOTICE
WALLER COUNTY SHERIFF'S OFFICE**

POSITION: Administrative Assistant – Animal Control

GENERAL JOB DESCRIPTION:

ADMINISTRATIVE DUTIES FOR THE ANIMAL CONTROL DIVISION

ASSIGNMENT WILL INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING RESPONSIBILITIES:

- NETWORK WITH AREA VETERINARIANS, SHELTERS AND RESCUES
- MAINTAIN RECORDS OF IMPOUNDED ANIMALS
- DATA ENTRY AND FILING
- HELP MAINTAIN COMPLIANCE WITH APPLICABLE STATE AND FEDERAL LAWS
- OTHER DUTIES AS DIRECTED BY THE SHERIFF

QUALIFICATIONS:

- VALID TEXAS DRIVER LICENSE
- ABILITY TO INTERACT WITH ALL PERSONS AND OFFICIALS IN A PROFESSIONAL MANNER
- POSSESS COMPUTER SKILLS TO MAKE INFORMATION AND DATA ENTRIES.
- HIGH SCHOOL DIPLOMA

SALARY & BENEFITS

STARTING AT \$22.25 PER HOUR + HEALTH INSURANCE, RETIREMENT PLAN, LONGEVITY PAY, SICK PAY, VACATION & HOLIDAY.

APPLICATIONS:

APPLICATIONS MUST BE RECEIVED BY MAIL, FAX OR IN PERSON. ALL APPLICANTS MAY NOT BE INTERVIEWED. APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

SUBMIT APPLICATIONS TO:

ATTENTION: Lieutenant E. Braune
100 SHERIFF R. Glenn Smith Dr
Hempstead, TX 77445
E.Braune@wallercounty.us
Phone: 979-826-8282 Fax # 979-826-7781