



VACANCY ANNOUNCEMENT

ANIMAL CONTROL OFFICER – PART-TIME

Hours: 3:30pm-8:00pm Friday, 8:00am-4:00pm Saturday, 8:00am-4:00pm
Sunday, 3:30pm-8:00pm Monday (every other weekend)

Starting Rate of Pay: \$17.45 per hour

Closing Date: *Until Filled*

- *Applicant must obtain CT Pistol Permit*

TOWN OF ENFIELD JOB DESCRIPTION

POLICE DEPARTMENT ANIMAL CONTROL OFFICER

GENERAL STATEMENT OF DUTIES: Administers and enforces the laws relating to dogs or other domestic animals.

SUPERVISION RECEIVED: Works under the supervision of the Police Chief or other supervisory officers who issue instructions regarding work assignments and review work for conformance to instructions and department rules and procedures.

SUPERVISION EXERCISED: Issues instructions to part-time Animal Control personnel.

ESSENTIAL JOB FUNCTIONS: Enforces state statutes and Town ordinances relating to licensing and control of dogs or other domestic animals; investigates complaints concerning animal problems or violations of animal control ordinances; cares for, feeds and houses animals at the animal shelter; provides maintenance and upkeep for the shelter; prepares annual report to Police Chief on activities; testifies in court as needed; sells animals not claimed or has them destroyed in accordance with state statutes.

OTHER JOB FUNCTIONS: Prepares newspaper advertising for lost, strayed or abandoned animals; issues notices of delinquent animal licenses; collects fees on animals sold or reclaimed by owners; maintains daily log of activities; prepares monthly report on number of complaints, number of animals in pound, number of dogs destroyed; performs other duties as necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, climb, stoop, crouch, reach with arms and hands, walk, run, use hands to finger, handle, or feel objects, tools, or controls. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must be able to operate motor vehicle and control aggressive, dangerous animals.

The employee may occasionally lift and/or move 50 pounds and this weight may be a live animal. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high places and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of law enforcement principles, procedures, techniques and equipment; knowledge of animal restraint and care techniques; knowledge of state statutes and Town ordinances relating to dogs and dog control; ability to prepare simple written reports; ability to deal with the public, associates and Town officials in a courteous manner but varying ones' technique as the situation demands; ability to make routine decisions involving choice of action to be taken within prescribed standard police practices.

EXPERIENCE AND TRAINING: Graduation from high school or its equivalent and experience in the breeding and/or handling and control of dogs. Possession of valid, State of Connecticut driver's license.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Adopted: 8/18/97

Apply on-line at www.enfield-ct.gov

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F
