



## Assistant Animal Control Officer

The Town of Stratford is currently accepting applications for a full-time Assistant Animal Control Officer.

### GENERAL DESCRIPTION:

This is enforcement and control work in the Police Department involving enforcement of statutes and ordinances pertaining to animals.

Work involves responsibility for assisting in the enforcement of animal statutes and ordinances and for the capture and impounding of stray dogs. Duties include response to complaints of sick, injured or vicious animals. Work requires an understanding of animal care and handling and ability to deal courteously with the public.

### SUPERVISION RECEIVED:

Works under the general supervision of the Animal Control Officer.

### EXAMPLES OF DUTIES:

On an assigned shift, responds to animal related complaints such as strays, lost/stolen, injured, mistreated or vicious animals; takes appropriate action such as impoundment, investigation or persuasion of owner to take proper action.

Drives a vehicle and patrols areas of the Town.

Enforces State and local animal control laws.

Maintains humane conditions in the pound.

Maintains records of activities; prepares quarantine notices for owners of diseased or suspect dogs.

Returns impounded dogs to owners; attempts to place unclaimed animals. May use snares and other equipment.

Attends civic and community meetings; participates in public education programs.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of animal care and handling.

Good working knowledge of state and local animal control laws.

Good knowledge of Town geography.

Good knowledge of report writing and record keeping.

TITLE: ASSISTANT ANIMAL CONTROL OFFICER

CODE: 6101

Considerable skill in handling vicious, diseased or uncooperative animals.

Considerable ability to establish effective working relationships with supervisors, coworkers other agency personnel, the veterinary community and the public.

Good ability to communicate effectively, orally and in writing.

QUALIFICATIONS:

Graduation from a high school or an equivalency certificate and three years of work experience, including one year in caring for and controlling animals, and some clerical experience.

SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

Posted 3/6/20

Applications for employment can be found on the Town of Stratford's website at [www.townofstratford.com](http://www.townofstratford.com) and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 EOE