

Animal Control Officer

General Statement of Duties: Canton Animal Control is a Division of the Canton Police Department. The Animal Control Officer operates and maintains or acts as a liaison with the Town's animal shelter and other facilities and equipment assigned to him/her, including the care of impounded animals (both dogs and cats). The Animal Control Officer assures compliance with state law and municipal ordinances regarding the care of animals in the shelter. The Animal Control Officer enforces state laws and town ordinances regarding animals, investigates roaming dogs, animal bites, cruelty to animals, barking nuisance, dog licensure and rabies-related wildlife complaints that present an imminent danger to the public. In addition, the Animal Control Officer is responsible for educating the public on animal welfare issues, public safety issues involving domestic animals and assisting in directing residents to the appropriate authorities for wildlife issues. Performs on-call work as assigned. Operates a motor vehicle.

Additional Duties: Places advertisements for stray animals. Writes reports. Collects fees and issues receipts for redemption of animals and accepts donations to the Trust Fund. Prepares reports related to financial transactions including treasury deposits. Provides training to other employees as assigned. Cleans kennels and other areas of building as assigned. Feeds and administers medication to animals as assigned. Assists in processing a variety of administrative forms as assigned. Staffs annual rabies clinic, fundraisers, holiday activities and other events as assigned. May assist in the preparation of budgets. May make policy recommendations to the supervisor. Performs routine maintenance as assigned. Performs related work as required.

Supervision Received: Reports to the Canton Chief of Police or his/her designee.

Supervision Exercised: Generally, none but may supervise others as assigned by the Canton Chief of Police or his/her designee.

Required Knowledge, Skills, and Abilities: Considerable ability to follow oral and written instructions. Good ability to establish and maintain effective working relationships with co-workers, and the general public. Good ability to exercise sound judgment in the performance of work. Good ability to perform work in a safe manner. Good ability to work outside in a variety of extreme weather conditions.

Qualifications:

- Must be a high school graduate or possess a Government Equivalency Diploma (GED).
- Leadership: 1 year (preferred).
- Animal care: 1 year (preferred).

- Must have, or be able to obtain, Connecticut State Animal Control Officer certification from the Connecticut Department of Agriculture within one (1) year of the date of hire.
- Must have reliable transportation and be located in a relatively close geographic range to Canton.
- This job does require some ON CALL time for emergencies.

Special Requirements: Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License. Must be able to lift, hold and carry fifty (50) pounds on a regular basis and occasionally seventy-five (75) pounds without assistance. Must be able to perform the essential functions of the position including having the ability to see, hear, speak, walk, run, crouch, stoop, crawl and climb. Due to on-call status, must be able to be "on site" within a 45-minute period when responding to all calls from the Canton Police Department.

Salary and Fringe Benefits: This is a part-time position. The salary range is \$28.00 to \$35.00 per hour based on experience and qualifications. Nine (9) hours per week. This position does not provide any of the following: Health Insurance, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, or Paid Sick Leave.

Application Forms: Applications and job description can be obtained at www.townofcantonct.org. Applications; cover letters and resumes must be received by Friday, June 17, 2022 at 12:00 pm at the Canton Police Department, Christopher Arciero, Chief of Police, 45 River Road, Canton, CT 06019 or email to carciero@townofcantonct.org.

Examination: Oral–50% Background Evaluation– 50%. Successfully complete a background examination.

Closing Date: The closing date will be on June 17, 2022.

The Town of Canton is an Equal Opportunity Employer.