

## Job Description-Animal Control Officer

**Nature of Work:** This is primary fieldwork enforcing municipal and state ordinances relating to the regulation and control of dogs and other animals. Employee of this class is responsible for the enforcement of various animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports; monitoring licensing and incident reports and assisting the officers of the department as needed. Work is carried out in accordance with established rules and procedures and is reviewed through reports and observation of results achieved. Work is performed under the supervision of the Police Chief.

### **Essential Duties and Responsibilities:**

Investigates complaints concerning the regulation, licensing and control of dogs and other animals.

Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.

Responds to complaints about loose or stray animals, and attempts to collect them.

Issues warnings, or citations, to animal owners and appears as a witness in District Court as necessary.

Delivers captured animals to the Animal Shelter.

Rescues, or aids in the rescue of trapped, wounded, sick or injured animals and is responsible to deliver injured domestic animals to the veterinary clinic for treatment.

Maintains all necessary reports and records on incidents involving stray or wild animals.

Conducts public education sessions as may be required.

Must maintain Animal shelter, in reference to cleaning and feeding animals and inspection so as to maintain shelter at State approved level.

Performs related work as may be required.

### **Requirements of Work:**

Knowledge of the principles, practices and equipment used in animal handling.

Knowledge of the geography of the Town.

Knowledge of the applicable State laws and Town ordinances.

Ability to acquire working knowledge of applicable court procedures.

Ability to prepare and maintain records and reports.

Ability to deal courteously, but firmly, with the general public.

Ability to communicate well, both orally and in writing.

Skill in the handling of animals, both domestic and wild.

**Desirable Experience and Training:**

Graduation from an accredited high school or equivalent and considerable experience in handling animals.

**Necessary Special Requirements:**

Must possess physical strength and agility sufficient for performing job duties.

Must possess valid appropriate State of Maine motor vehicle operator's license.

Must attend available ACO training reference State requirements