



SUBSTITUTE ASSISTANT ANIMAL CONTROL OFFICER

Town of Portland, CT (EOE)

Deadline: November 26, 2018

Town is accepting applications for one Substitute Assistant Animal Control Officer to work alternate weekends, holidays, and on-call for emergencies; non-union position. Duties: cleaning the pound; providing food, water and care to the dogs; respond to routine calls/complaints; collect fees and other duties as assigned. Subject to a pre-employment drug & alcohol testing. Must complete a minimum of 6-hrs continuing education annually [PA#12-108, Sec. 2 §22-328(c)]. Supervised by lead ACO and Police Sergeant.

Qualifications: High School diploma or GED, experience caring for animals; certificate of state ACO training program desired, or must obtain certificate within one year of hire.

Essential Duties and Responsibilities:

- Handles animals of all sizes
- Performs custodial duties at dog pound facility daily
- Provides food, water and cares for impounded animals
- Quarantines animals as necessary, prepares Quarantine Notices and forwards them to the proper State Agency
- Transports and impounds stray/roaming and unlicensed dogs; notifies owner/keeper
- Investigates complaints concerning barking/roaming/vicious dogs, animal bites, animal abuse/neglect, and other nuisances
- Maintains records and prepares routine reports
- Collects fees (i.e. redemption and sale of dogs)
- Other duties as assigned

Knowledge, Skill and Ability:

- Good knowledge of local, state and federal animal control laws
- Must deal effectively with the public, coworkers and Town Officials
- Must have knowledge of humane procedures of animal collection, care and disposal
- Good ability to read, write and communicate verbally

Submit employment application to: First Selectwoman's Office, P.O. Box 71, Portland, CT 06480-0071.