



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: ANIMAL CONTROL OFFICER

SALARY RANGE: \$41,140 – 57,419

The City of Middletown is accepting applications for the position of **Animal Control Officer**. This position is located in the Middletown Police Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on May 6, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: High school diploma or equivalent. Must have knowledge of both domestic and wild animals including behavior, handling, transport, sheltering, care and feeding. Must be available to work evenings, weekends and holidays. Must have knowledge of the geographic boundaries of the city including location of streets, schools and parks. Must possess a valid Connecticut motor vehicle operator's license. Must have proof of rabies vaccination; or, the ability to obtain upon hire. Upon hire, must completed 80 hours of the Connecticut Animal Control statutory training requirements and achieved state certification. (**Copies of all required licenses & certifications must be attached to the job application at time of submission or application may be rejected.**)

POSITION PURPOSE: The purpose of this position is to enforce laws and perform other duties related to dogs, other domestic animals and all other animals pursuant to Connecticut General Statutes, City Ordinances and Middletown Police Department Standard Operating Procedures. This work is performed under the general direction of the Senior Animal Control Officer and/or a Police Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Receives verbal or written direction from supervisors. Enforces the laws pursuant to Connecticut General Statutes and City Ordinances concerning animals. Drives a radio-dispatched animal control vehicle; responds to animal complaints and conducts investigations, as necessary. Captures, handles, impounds, and transports roaming, vicious, injured or mistreated dogs, cats and other domestic animals. Issues infractions and summonses to violators and makes arrests for misdemeanor or felony violations. Arranges for the return, adoption or disposal of impounded animals; evaluates sick or injured wildlife for the control of rabies; and euthanizes and disposes of sick or injured wildlife, as needed. Collects evidence accordingly, including photographing evidence and victims' injuries; Interviews individuals and records written statements; Provide written and verbal testimony in court cases, as required. Uses a professional manner to interact with a variety of individuals and personalities. Responds to phone calls and voicemail messages in a courteous and efficient manner. Evaluates, promotes, shows and processes adoptions of impounded animals. Assist police or public in responding to animal emergencies; Provides mutual aid for neighboring towns, as needed; and Maintains accurate records and logs, as necessary. Maintains office and animal shelter; cares for impounded animals including but not limited to, care and feeding of animals, cleaning and disinfecting the kennel, when applicable. May supervise part-time animal control officers, as necessary. May be required to work overtime, including holdover at end of shift and call-back. Prepares narrative and statistical reports for supervisors and State Animal Control Officers. Performs all other functions relating to statutory duties of an Animal Control Officers. Adheres to the rules and regulations of the Middletown Police Department; and, performs other related functions as assigned or required.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER