

Approved by the
Board of Selectman
3-09-11

Town of Scotland, CT
Animal Control Officer
Job Description

Job Title: **Animal Control Officer**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:3-9-11

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:3-9-11

This position is: Elected Appointed Hired

POSITION SUMMARY

This position is responsible for enforcing Connecticut statutes pertaining to domestic and farm animals.

JOB DUTIES

1. Enforce animal related statutes pertaining to domestic and farm animals, take statements, issue infractions, attend court as requested, help resolve animal related issues with visits to property, with letters, or by phone.
2. Support and assist Department of Agriculture State Animal Control when necessary.
3. Maintain and submit monthly Department of Agriculture Reports, Bite Reports, and Spay/Neuter Vouchers.
4. Help/direct residents to low cost spay/neuter clinics.
5. Assist residents in trapping/capture of feral cats, stray dogs, and loose farm animals.
6. Transport dogs/strays to shelter and vet, monitor status and make judgment calls as to animal's potential for adoption and cost for care, network with rescue and Humane Society as needed.
7. Arrange for euthanizing of dangerous or sick animals.
8. Interview potential adopters for shelter animals.
9. Assist with yearly Rabies Clinic sponsored by the Town of Scotland.
10. Assist Emergency Director of the Town of Scotland with a plan for the emergency sheltering of all domestic and farm animals.
11. Create articles/notices for public communication and education as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

This position receives immediate supervision from the First Selectman.

QUALIFICATIONS

1. High school diploma, GED, or specialized vocational training.
2. Animal Control Certification.
3. A love of working with animals.
4. Ability to work independently.
5. Flexibility and availability to respond timely to urgent situations.
6. Current driver's license; access to and ability to drive a vehicle for animal transport.
7. Good communication skills to obtain cooperation and compliance from members of the public, and to maintain working relationships with public officials.
8. Writing and organizational skills for required reporting.
9. Ability to read, understand and explain applicable State laws, regulations, and ordinances.

TOOLS AND EQUIPMENT USED

1. Animal pens, crates, leashes, etc.
2. Motor vehicle.

PHYSICAL DEMANDS

1. Must be physically agile enough to apprehend animals and transport them.
2. Ability to walk, stand, stoop, and lift between 20 and 50 pounds.
3. Normal visual acuity and field of vision, hearing, and speaking.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. Work is generally performed outdoors in various weather conditions.
2. The job risks exposure to animals/ wildlife, traffic, disease/ pathogens, and violence.

HOURS

Hours are intermittent and “on call.”

Work may be outside “normal business hours.”

COMPENSATION

1. This is a salaried position; salary is determined by the BOS.
2. In addition to the fixed salary, the ACO is reimbursed an hourly rate set by the BOS, for any job related, required court appearances.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is monthly
5. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.