

## **Animal Control Officer**

**Nature of Work:** This is primary field work enforcing municipal and State of Maine ordinances related to the regulation and control of dogs and other animals.

Employee 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 licensure 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.

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

Examples of Work (illustrative only, other duties may be required)

- Investigates complaints concerning the regulation, licensing, and control of dogs and other animals.
- Determines if any State of Maine 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 designated shelter.
- Rescues, or aids in the rescue of trapped, wounded, sick, or injured animals.
- Maintains all necessary reports and records on incidents involving stray or wild animals.
- Conducts public education sessions as may be required.
- Completes activity records and reports and files them monthly at the Town Office.
- 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.
- Ability to complete certification and recertification training of 8 hours yearly.

**Training and Experience Required:**

High School graduate or equivalent; animal handling experience; State of Maine certification within 6 months of hiring.

**Necessary Special Requirements:**

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

Must possess valid appropriate State of Maine motor vehicle operators license.

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