

**TOWN OF LEDYARD
CONNECTICUT**


741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

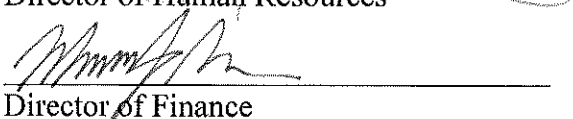
NOTICE OF JOB OPENING

- I. TITLE: Assistant Animal Control Officer
- II. NATURE OF EMPLOYMENT:
Hours/Per Week: Variable (~20) Salary Range: \$20.00/hour
A. Permanent x D. Temporary
B. Full-time E. Part-time X
C. Seasonal F. Benefits None
- III. POSITION DESCRIPTION: (See Attached)
- IV. CLOSING DATE FOR RECEIVING APPLICATIONS: Open until filled
- V. WHOM TO CONTACT: A. FOR APPLICATION FORM: ledyardct.org
B. FOR RETURNING APPLICATIONS
Via email or Mayor's Office
- VI. ISSUING PARTY: Marisa Rodriguez, Director of Human Resources
- VII. POSTING DATE: May 24, 2023

Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by: 
Director of Human Resources

Approved by: 
Director of Finance

**TOWN OF LEDYARD
ASSISTANT ANIMAL CONTROL OFFICER**

NATURE OF WORK:

Assists and takes direction from the Animal Control Officer for such items as picking up stray animals as defined in Chapter 435 of the Connecticut General Statutes and properly caring for them. The Assistant Animal Control Officer (AACO) is responsible for the enforcement of State Statutes and local ordinances relating to domestic animals as stated in CGS Section 22-331.

SUPERVISION RECEIVED: The AACO reports to the Animal Control Officer or designee for matters of policy and supervision and works under the direction of the shift commander.

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a duty or function does not exclude that duty or function from the position provided that duty or function is similar in work, related to the work or logically assigned to the position.

- Cleans and maintains the kennel area of the Animal Control Facility in such a manner as to provide an odor, free low stress environment for the animals.
- Feeds and provides daily care for all animals in the town's care.
- Handles and controls all impounded animals including difficult to handle and potentially dangerous animals.
- Reports on potential health or behavioral problems involving the animals in the town's care to the Animal Control Officer. Maintains records of impounded animals.
- May assist with animal medication.
- Utilize the State of Connecticut Manual for Rabies management and protocol.
- May assist with animal adoptions.
- May assist with animal euthanasia.
- Regular attendance is a requirement of this position.
- Must possess ability to establish and maintain effective and courteous working relationships with Town and public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- A high school diploma or general education degree (GED) and six months experience working with animals is desirable or an equivalent combination of education and experience.
- Must have knowledge of the handling, care and feeding of animals. Must develop and maintain a good working knowledge of State laws pertaining to all animals.
- Ability to handle large domestic animals. As required by the ADA of 1991 the physical qualifications are contained on the attached addendum.
- Must possess a valid Connecticut operator's license in a class sufficient to operate a small truck or van.
- Required to wear uniform supplied by the Town.
- Must have the ability to communicate effectively in oral expression.
- The ability to write concisely, to express thoughts clearly, and express ideas in logical order is required. Information provided orally must be accurately recorded.
- Ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained, and general report must be prepared with the ability to exercise discretion in handling confidential information.
- Requires skill in the application of office methods and procedures with basic data entry/keyboard skills preferred. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply common sense to carry out detailed and unsupervised written or oral instructions.
- Must pass a background investigation conducted by the Ledyard Police Department. Must have no felony or serious misdemeanor arrests or convictions, must possess a clean driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, sit, kneel, walk, bend at the waist and knees, reach and stretch from the waist and shoulders and finger, handle and feel. Specific vision abilities required include close vision, distance vision, focus adjustment and the identifying of different colors. The employee may at times be required to lift up to 50 lbs. and lift/move up to 150 lbs. Manual dexterity and strength will be needed in the management of animals deemed dangerous via using a catchpole.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job.

- The employee is routinely exposed to outside weather conditions in all seasons of the year.
- Routine exposure to kennel animals to include difficult to handle and potentially dangerous animals.
- The noise level in the animal shelter may be moderate to loud.

- While performing the duties of this job, the employee is regularly exposed to noxious odors, fumes or airborne particles; toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury.
- The employee will be asked to operate normal office equipment inclusive of computer hardware.

*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted by Ledyard Town Council

Chairman

Date

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