

Assistant Animal Control Officer

Purpose:

The Assistant Animal Control Officer is a part time, on call position to provide coverage when the Animal Control Officer (ACO) is unavailable. When engaged in Town work, the Assistant Animal Control Officer has all the same responsibilities and requirements as the ACO. They are responsible for the safe and effective enforcement of all applicable laws and regulations governing the control of animals.

Supervision/Supervisory Responsibilities:

The Assistant Animal Control Officer is appointed by the Board of Selectmen, and reports to the Board of Selectmen. The employee is required to work independently, within established policies and procedures and the requirements of Federal, State and local law (as applicable), with minimal direct supervision.

Essential Functions:

- Enforces all applicable general laws and Town bylaws concerning the control and regulation of animals
- Investigates complaints and calls concerning domestic animal bites and attacks, and nuisance and stray animals
- Investigates allegations of animal cruelty and neglect
- Ensures proper licensure of dogs and other pets; assists Town Clerk in dog licensing program
- Provides first aid and rescue operations for injured domestic animals; transports injured domestic animals to veterinary hospital; removes deceased animals from public ways; and responds to telephone and radio requests for emergency domestic animal assistance
- Writes leash law violation citations; serves court summons, appears in court on behalf of the Town
- Appears before the Board of Selectmen for nuisance and/or dangerous dog hearings
- Participates in rabies clinics; and provides rabies control activities, as required
- Provides information to the public regarding relevant regulations and licensing requirements, and the proper way to raise and treat animals
- Performs similar or related work as required or assigned
- Keeps accurate records of all calls and work performed, including but not limited to animal bites, interactions with the public, phone records etc., to be provided to the Animal Control Officer for departmental record keeping.

Competencies:

- Thorough working knowledge of applicable Massachusetts General Laws and Town by-laws governing the control and handling of animals
- Basic knowledge of animal husbandry

- Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action, and investigation complaints
- Ability to maintain detailed inspection records
- Ability to direct and supervise the work of others
- Working knowledge of Massachusetts Public Records Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, contractors, project applicants, and/or the public
- Ability to enforce and interpret laws and regulations firmly, tactfully, and impartially
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel) Honesty, reliability, discretion, and good judgment essential

Education and Experience/Other Requirements:

High School diploma or GED and 1-2 years of experience handling animals and performing administrative tasks; or any equivalent combination of education, training, certification or experience.

- **Must complete training course offered under G.L. Chapter 140, §151C within time frame prescribed by law**
- **Must have valid driver's license and satisfactory driving record, required**

Physical Requirements/Work Location:

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.

This position splits its duties between an office-based setting, and off-site field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying weather and other conditions and requires local travel. Moderate to strenuous physical effort required while conducting field work; must be able to access all areas of inspection sites, which may include hard-to-reach areas or areas of limited space. Lifts/moves and transports objects and animals weighing up to 60 pounds, or greater.

While performing the duties of the Assistant Animal Control Officer, the employee is required to: interact and communicate frequently with the public, government officials, members of the police department, the ACO; operate standard office equipment including computers and keyboards, operate various equipment, tools, and animal control devices; and move throughout the municipal office and off-site properties/facilities.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.