



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### ASSISTANT ANIMAL CONTROL OFFICER

Part-time at Police Department

\$14 - \$15/hr – 16 hrs/Week

Sat. and Sun., 7:00 a.m. – 3:30 p.m., every other weekend with some evening hours

### CLOSING DATE: Open until filled

(Applications will be screen upon receipt and reviewed on a continuous basis)

**SUMMARY OF POSITION:** Makes investigations of violations of state statutes and local ordinances concerning matters of animal control and licensing. Issues infractions and misdemeanor summons as they relate to animal control laws. Prepares reports and testifies in court on matters relating to animal control infractions. Maintains the Dog Pound and cares for the animals.

### **REQUIREMENTS:**

- Abilities:** Knowledge of state statutes and local ordinances regarding the control of animals preferred. Must like and be familiar with dogs, and their care and maintenance. Must have experience in the care of dogs. Must be familiar with animals and animal diseases.
- Education:** Graduation from high school or equivalent preferred.
- Experience:** One year experience dealing with the public.
- Other:** Must be able to obtain a pistol permit. Must have valid Connecticut Driver's License.

Applications and job description are available on our website at:

<http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications can be mailed to Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*