

**TOWN OF MANCHESTER**  
**POSITION GUIDE**

**Title:** Assistant Animal Control Officer  
**Department:** Police Department  
**Reports To:** Municipal Animal Control Officer

**NATURE OF WORK**

Makes investigations of violations of state statutes and local ordinances concerning matters of animal control and licensing.

**ESSENTIAL JOB FUNCTIONS**

Issues warnings and summons as they relate to animal control laws. Captures and impounds strays and uncontrolled animals.

Prepares reports and testifies in court on matters relating to animal control infractions.

Maintains the Dog Pound and van and cares for the animals. Supplies food, water and care to animals.

Maintains records and reports at the Dog Pound.

May be required to euthanize rabid or injured animals.

**OTHER FUNCTIONS**

Drives vehicle and patrols areas of Town.

Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of state statutes and local ordinances regarding animal control.

Must like and be familiar with dogs, their care and maintenance. Experience in the care of dogs.

Familiarity with animals and animal diseases.

Ability to use a firearm.

Knowledge of safety practices in handling domestic and wild animals.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Requires restraining, lifting, carrying and controlling rabid and potentially dangerous animals.

May need to jump down from elevated surfaces, pull self up over obstacles, or climb over obstacles lower than six feet. Must be able to walk/run for up to a half mile. May lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds. May need to climb through small openings and/or crawl in confined areas.

Must be able to walk, stand and sit for prolonged periods.

**Assistant Animal Control Officer** (cont.)

Must be able to see objects far away, as in driving, and closely, as in typing or reading a report.  
Must be able to discriminate colors, as in vehicle or house color.

Must be able to hear normal sounds with some background noise. Must be able to communicate through human speech.

Must be able to remember task/assignment during shift and extending several days.

Ability to get along with co-workers, supervisors, customers and the public at large.

Possible exposure to blood, body tissues or fluids. Exposure to extreme high and low temperatures, dust, loud noises, bodily injuries, high humidity and wetness.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school or equivalent preferred. One year experience dealing with the public. Must have valid Connecticut driver's license.

Must be able to obtain a pistol permit.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL - ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***