



TOWN OF MANCHESTER



POSITION AVAILABLE

ASSISTANT ANIMAL CONTROL OFFICER

(Part-time at Police Department)

\$12.50/Hour – 16 Hrs/Week

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

CLOSING DATE: Friday, March 15, 2019

(Applications must be received in the Human Resources Department by 4:30 p.m.)

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. Maintains records of the Dog Pound.

REQUIREMENTS:

Abilities: Knowledge of state statutes and local ordinances regarding the control of animals preferred. Must like and be familiar with dogs, their care and maintenance. Experience in the care of dogs. Familiarity 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 in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, March 15, 2019 or must be postmarked by Friday, March 15, 2019.

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.