

Town of Embden
Animal Control Officer
Job Description 2011

Nature of work: This is primary field work enforcing Municipal and State ordinances relating to the regulation and control of dogs, cats, and other animals. Appointed employee of this class is responsible for the enforcement of animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports, monitoring licensure, and composing incident reports.

Supervision Received: This is an appointed position. Work is performed under the direction of the Selectmen.

Essential Duties and Responsibilities:

- Investigates complaints concerning the regulation, licensing and control of dogs and other animals.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Issues warnings, or citations, to animal owners and appears as a witness in District Court as necessary.
- Delivers captured animals to the Somerset Animal Shelter.
- Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- Maintains all necessary reports and records on incidents involving stray or wild animals.
- Conducts public education sessions as may be required.
- Performs related work as may be required.
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum*).

Requirements of Work:

- Knowledge of the principles, practices and equipment used in animal handling.
- Knowledge of the geography of the Town.
- Knowledge of the applicable State laws and Town ordinances.
- Ability to acquire working knowledge of applicable court procedures.
- Ability to prepare and maintain records and reports.
- Ability to deal courteously, but firmly, with the general public.
- Ability to communicate well, both orally and in writing.
- Skill in the handling of animals, both domestic and wild.

Training and Experience Required: Graduation from an accredited high school or equivalent; considerable experience in handling animals.

Necessary Special Requirements:

- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.