



CITY OF MILFORD

PROMOTIONAL EXAM NO. 21-25

ASSISTANT ANIMAL CONTROL OFFICER

POSTING DATE: December 31, 2020

CLOSING DATE: January 7, 2021

NOTICE TO ALL APPLICANTS: This opening is available to current City of Milford, Civil Service employees ONLY. We will not accept applications from outside candidates.

SUMMARY OF POSITION: Under the general direction and supervision of the Animal Control Officer (ACO) or designee, performs work involving the operation of the Municipal Animal Control Facility, to include but not limited to caring for live animals, cleaning shelter facilities, grounds maintenance work, and disposing of deceased animals. Employee in this class performs duties in enforcement of City Ordinances and State Statutes relating to the care and control of animals. Employee follows established laws and procedures which can be learned by training on the job and is expected to exercise independent judgment gained through experience in the performance of these duties. Employee will be required to be on call after business hours and be available to cover other shifts, to include after hours and weekends, to ensure adequate staff coverage. Must respond to Police Department calls.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school with a diploma or GED; AND a minimum of one (1) year of experience working with dogs and other animals; AND possession of a valid State of Connecticut motor vehicle driver's license.

SCOPE OF EXAMINATION: There will be a written examination weighted 40% of the final score that will test for the ability to perform the essential duties of the position. Qualified applicants who receive a passing score of 70% or better on the written examination will also be invited to participate in an oral exam that will be weighted at 60%. Candidates must achieve a total combined score of 70% or better to be placed on the eligibility list.

FILING REQUIREMENTS: Applicants are required to submit a fully completed Promotional Application, resume and cover letter on or before **January 7, 2021**, to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@ci.milford.ct.us. For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Assistant Animal Control Officer*.

SALARY RANGE: The position is a Grade 25 with weekly salary limits as follows:

Minimum	\$924.85*
Step 1	950.22
Step 2	975.45
Step 3	1,000.66
Step 4	1,026.03
Maximum.....	1,051.31

*Note: Collective Bargain Agreement expired on June 30, 2019. Wages subject to any newly negotiated GWI increases.

The City of Milford offers a **generous benefits package** that includes: health insurance, life insurance, defined benefit plan (pension), 457 savings plan, paid time off (vacation, sick, personal business), paid holidays (13 days per year), and Employee Assistance Program.

CITY OF MILFORD - AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The City of Milford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

ASSISTANT ANIMAL CONTROL OFFICER

GENERAL SUMMARY OF DUTIES

Under the general direction and supervision of the Animal Control Officer (ACO) or designee, performs work involving the operation of the Municipal Animal Control Facility, to include but not limited to caring for live animals, cleaning shelter facilities, grounds maintenance work, and disposing of deceased animals. Employee in this class performs duties in enforcement of City Ordinances and State Statutes relating to the care and control of animals. Employee follows established laws and procedures which can be learned by training on the job and is expected to exercise independent judgment gained through experience in the performance of these duties. Employee will be required to be on call after business hours and be available to cover other shifts, to include after hours and weekends, to ensure adequate staff coverage. Must respond to Police Department calls.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the Position.)

- Maintains, cleans and disinfects kennels, cages, equipment, building grounds, vehicles and other Animal Control property and equipment. Cleans and disinfects office and employee areas.
- Issues citations and fines to members of the public and institutions for animal related State and local infractions for ordinance violations and may have to appear in court for animal violations and citations issued. Issues quarantine orders, restraint orders, disposal orders as well and may have to appear at State hearings for appeals. Performs all duties and functions of Municipal Animal Control Officers as required by the State of Connecticut General Statutes and the City of Milford's Code of Ordinances.
- Is responsible for maintaining a high standard and humane care of animals in our facility, including feeding and watering animals, properly storing food, de-worming, administering veterinarian prescribed medications, making veterinarian appointments and transporting animals to the veterinarian.
- Prepares necessary reports as dictated by State law, including entering reports into the computer database(s). Completes reports on complaints, investigates complaints, answers phones and questions from the public. Conducts animal education training programs, as well as trains volunteers and helps coordinate the volunteer program.
- Prepares necessary forms and reports as required in the operation of the department.
- Socializes animals in our care and prepares them for adoption. Evaluates animals in our care and determines if they are adoptable or not; provides such information to the ACO.
- Patrols, dog park, beaches, parks and other areas as assigned. Conducts door to door licensing survey.
- Picks up and impounds roaming dogs. Investigates complaints; quarantines dogs responsible for biting. Picks up and arranges for cremation of dogs and cats killed within City.
- Investigates complaints of cruelty to animals as reported.
- Works with public in handling and adjusting complaints about dogs.
- Collects and records monies received from the public for adoptions, redemptions, trap rentals and donations from the public. Removes trapped animals from trees, waterway, automobiles, buildings, etc.
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Knowledge of the care and handling of animals.
- Sufficient strength and physical agility to handle animals.
- Ability to handle emergency situations.
- Ability to meet the public with tact and courtesy.
- Ability to communicate effectively, both verbally and in writing.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (cont'd)

- Good knowledge of records maintenance and computer software applications to compile data and generate reports.
- Ability to carry out instructions; written and verbal.
- Knowledge of state laws, ordinances and regulations relative to dogs, cats and other animals.
- Working knowledge of humane methods of animal collection, care and disposal.
- Ability to pursue, capture and care for dogs, cats and other animals.
- Knowledge of dog breeds, animal diseases, and symptoms; safe and efficient methods of handling dogs and other small animals.
- Knowledge of City geography and street locations.
- Knowledge of, and ability to utilize, various automation software, including word processing, spreadsheets and data management programs; specifically Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Knowledge of and compliance with safety protocols and practices.
- Ability to be on-call and work after business hours and weekends.

MINIMUM QUALIFICATIONS REQUIRED

- Graduation from an accredited high school with a diploma or GED; and
- A minimum of one (1) year of experience working with dogs and other animals; and
- Possession of a valid State of Connecticut motor vehicle driver's license.

NOTE: Must be able to complete the State of Connecticut designated training within one (1) year of the date of hire, as well as any required continuing education courses.

JOB ENVIRONMENT

Work is performed in a variety of environmental conditions. Both indoors and mostly outdoors, with exposure to wide temperature variations, fumes, grease, machinery and its moving parts, odors, and dust. Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals; work performed in streets and highways to remove stray or dead animals. Uses standard office equipment such as computer, phones, photocopiers, scanners, filing cabinets and fax machines. Makes frequent contact with the other City departments and City employees, vendors, and members of the public. Contacts are frequently in person, by telephone, and in writing. Incumbent must also be careful to take adequate safety precautions when working in potentially dangerous situations with unfamiliar and unpredictable animals. There is a potential for injury when attempting to capture an animal under stress, whether that stress arises from abuse and neglect, or from being in an unfamiliar environment.

PHYSICAL REQUIREMENTS

The physical demands described herein 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. Regularly lift objects up to 60 lbs. without assistance, objects over 60 lbs. with assistance. Other physical exertion including pushing, pulling, running, climbing, crawling, bending, stretching and kneeling is required; standing and walking for prolonged periods of time. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Must be able to wear issued uniform and comply with Division uniform appearance standards. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours, as assigned. Emotional stability is

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needed when assisting with the euthanasia of unclaimed animals and/or handling difficult situations involving animals in neglected, abused, or injured states, which can be emotionally taxing.

The City of Milford, CT is an equal opportunity/affirmative action employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, national origin, age, disability, genetic information, gender identity of expression, or veteran status.

Civil Service Commission
City of Milford, CT
6-86
Retyped: 3-2006, 8-2011
Revised: 12/2020

City of Milford
EMPLOYEE TRANSFER REQUEST

Any employee seeking transfer to another City department must file this form with the Human Resources Department, along with an updated resume.

This request form will expire one (1) year from the date received by the Human Resources Department.

Date: _____

Name			
(PRINT)	Last	First	Middle Initial

Present Department	Job Title	Grade/Step
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Reason for Transfer Request:

DEPARTMENT(S) TO WHICH TRANSFER IS REQUESTED:

1. _____
2. _____
3. _____

(Employee Signature)

Received: _____
 Human Resources Department

Date: _____
Request Expires: _____

Human Resources Transmittal Information

Date/Department: _____
