



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: ANIMAL CONTROL OFFICER – P.T.	PAY RANGE: \$22.00/Hourly	CLASSIFICATION/ GRADE: PS	EEOC Pub. Safety
LOCATION: Newington Police Department	APPLY BY: September 17, 2012	APPLY TO: Animal Control Ofc. Opening 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

- Part time position.
- Responds to and investigates complaints regarding animals in the Towns of Newington and Wethersfield.
- Enforces the laws of the State and ordinances of the Town of Newington and Wethersfield regarding animals running at large. Apprehends animals running at large in violation of the law.
- Ensure the proper licensing of canines in both Newington and Wethersfield.
- Investigates possible rabies cases, may assist in the quarantine of dogs.
- Occasionally may address civic groups and meetings on the care of animals and responsibilities under the law. May address school groups to explain how to handle pets and their responsibilities toward animals.
- Assures the proper upkeep of all facilities, vehicles, and equipment under his/her control.
- Transports animals to the appropriate kennel facilities when necessary.
- Maintains the towns' kennel, or regional kennel, or maintains a working relationship with the staff of any privately owned kennel facility used by the Town of Newington or Wethersfield.
- Insures that all forms and information emanating from his/her office are factual and complete.
- Must complete reporting functions using the record management system (RMS) of Newington and Wethersfield.
- Must be able to effectively use the Towns of Newington and Wethersfield computer reporting, radio, and other systems as needed.
- ACOs may have to be available for emergencies during non-scheduled work periods and nights and weekends.

MINIMUM QUALIFICATIONS:

Must possess:

- A High School diploma.
- A valid State of Connecticut Driver's License.
- Must comply with State statutes, rules and regulations

See attached Job Description for complete details.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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