



## THE CITY OF BRIDGEPORT, CT

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The City of Bridgeport, CT is now accepting submissions for the position of

### **Animal Control Officer**

**SALARY:** \$43,289.00 - \$53,365.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**TO APPLY:** Please mail, deliver or email the supplied Civil Service application, resume, and three (3) professional references (name, title, business/company name, and contact information) to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, November 13, 2015.**

### **GENERAL STATEMENT OF DUTIES:**

The Chief Animal Control Officer shall be responsible for the management and daily running of the shelter. This involves the overseeing of all shelter employees and the appropriate care of the animals and the kennel areas. He/she follows established laws and procedures, and is expected to exercise independent judgment gained through experience in the performance of related duties.

### **ILLUSTRATIVE DUTIES:**

- Oversees and manages all shelter employees.
- Oversees appropriate care of the animals and the kennel area.
- Responsible for fiscal records and disbursements.
- Assures maximum licensing enforcement within the City.
- Enforces cruelty laws and other statutes pertaining to animals.
- Investigates calls regarding roaming or stray dogs, vicious, abused or abandoned animals.
- Retrieves injured dogs and cats along roads and highways.
- Develops public education campaigns to promote responsible pet ownership including licensing and altering of pets.
- Oversees shelter supplies, e.g. food, litter, etc.
- Implements screening and follow-up procedures developed by the Task Force.

**AS TO SPECIAL KNOWLEDGE, ABILITY, AND SKILL:**

Knowledge of the care and handling of animals; ability to handle emergency situations; ability to meet the public with tact and courtesy; ability to prepare reports; knowledge of cruelty laws and other statutes pertaining to animals.

**REQUIREMENTS:**

- Possession of a Connecticut driver's license.
- Graduation from high school.
- Interest in animal welfare.
- Minimum of two years of relevant experience.
- Applicants must have demonstrated concern for animal welfare as evidenced by paid or volunteer work on their behalf.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS

**This is the application for the ANIMAL CONTROL OFFICER position only.**

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document.
2. A resume.
3. Three (3) professional references (name, title, business/company name, and contact information).

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person, mail, or email this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604  
COB.JOBS@Bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

NOTE: A resume and/or other correspondence will not be considered an application unless the application form on the following pages of this document accompanies it.

We will contact you as soon as we have information to share with you about this position.

Thank you for your interest in applying for a position with the City of Bridgeport.  
An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	ANIMAL CONTROL OFFICER	Date	
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**APPLICANT INFORMATION**

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

**EDUCATION**

High School				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

**REFERENCES**

*Please list three professional references.*

Full Name			Relationship		
Company			Phone	(       )	
Address					
Full Name			Relationship		
Company			Phone	(       )	
Address					
Full Name			Relationship		
Company			Phone	(       )	
Address					

PREVIOUS EMPLOYMENT						
Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature		Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_