



## THE CITY OF BRIDGEPORT, CT

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

### **Assistant Animal Control Officer**

**Salary:** \$38,120.00 – 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 a resume, a cover letter, three professional references, 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 Wednesday, November 5, 2014.**

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

This is work involving the operation of the Animal Shelter. Employees in this class perform duties in the collection and care of animals and in the maintenance of the Animal Shelter. Employees follow established laws and procedures and are expected to exercise independent judgment gained through experience in the performance of these duties.

#### **ILLUSTRATIVE DUTIES:**

- Prepares necessary reports as dictated by state laws.
- Prepares necessary forms and reports required in the operation of the department.
- Picks up and transports injured dogs and cats; assists veterinarian in treating them.
- Administers medication prescribed by the veterinarian, and assists him or her when needed.
- Picks up and arranges for cremation of dogs and cats killed within the City.
- Patrols within the City for State and local dog law violations.
- Conducts door to door licensing survey.
- Issues summonses for infractions of dog law violations. May appear in court as arresting officer.
- Picks up and impounds roaming dogs. Investigates complaints and quarantines dogs responsible for biting.
- Evaluates animals at the Shelter for possible veterinary care.
- Investigates complaints of cruelty to animals as reported.
- Works with the public in handling and adjusting complaints about dogs.
- Handles redemption and adoption of dogs; collects and records money.

- Removes trapped animals from trees, waterways, automobiles and buildings, etc.
- Performs related work as required.

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

Knowledge of the care and handling of animals; sufficient strength and physical ability to handle animals; ability to handle emergency situations; ability to meet the public with tact and courtesy; ability to prepare reports; knowledge of compliance with safety practices.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Possession of a Connecticut driver's license.
- Graduation from high school.
- Ability to read and write
- Minimum of one year's experience working with dogs or will enroll in animal control classes.
- Applicants must have demonstrated concern for animal welfare as evidenced by paid or volunteer work on their behalf.
- Ability to prepare reports
- Knowledge of and compliance with safety practices; animal protection laws/chain of custody; conducting an investigation; identification of dog/cat breeds (for lost and found); dog and cat capture and restraint, first aid for animals; rabies; safety in capture and confrontation.
- Animal control certifications preferred, but not required.

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

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