

Promotional ☐
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Please Post
11/15/19

NOTICE OF VACANCY

DEPARTMENT: Police
JOB CLASSIFICATION: Full Time Animal Control Officer/Animal Inspector
SALARY RANGE: \$20.35 - \$24.75 per Hour
HOURS: 40 Hours/Week

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: Employment physical

REPORTS TO: Police Chief

DESCRIPTION: The Town of Holden is accepting applications for the full-time position of Animal Control Officer. This position enforces the animal control bylaws and regulations of the Town of Holden and Commonwealth of Massachusetts to ensure the health and safety of the public. The Animal Control Officer is supervised by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by the Animal Control Officer in the Town of Holden; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Animal Control Officers shall be required to answer calls, requests, and complaints relative to any animal and to render the proper service relative thereto. They must maintain any and all logs and/or reports required by the Department and must enter all calls, complaints, and requests received by them and any relative action taken.
- Maintains dog bite records for Department of Public Health; tracks dog/animal bites, rabies vaccine status, and post-exposure vaccine treatment if necessary.
- Familiarity with Departmental Rules and Regulations and be obedient to them insofar as they apply.
- Work under the directions and supervision of the Chief of Police and other superior officers.
- They must be honest, neat in appearance, and conform to the uniform requirements as set forth by the Chief of Police.
- The Animal Control Officer shall be appointed by the Town Manager as a Special Police Officer, but shall NOT have the right to arrest. They shall have the right to sign criminal complaint applications against any person or entity for an alleged violation of the law, by-law, and/or regulation relative to animals and shall otherwise not have police powers.
- Assist in the licensing and keeping of all dogs within the Town of Holden including, but not limited to, impounding all stray dogs, removing dead animals, providing disposal for dead animals as required, conducts investigations into all animal complaints, acts as the court officer on all animal complaints, prepares reports as required and prepares an annual report relating to all activities.
- Animal Control Officers shall be required to attend and graduate from the certification course conducted by the Animal Control Officers Association of Massachusetts.

- Town of Holden will provide a period of on-the-job training to become fully aware with the particular procedures involved in their assignments and duties.
- Must complete a review Departmental Rules and Regulations and Policies and Procedures prior to finishing on-the-job training.
- Town will provide supplemental training needed to carry out A.C.O. duties, as determined by the Department. This shall include in-service or re-training as may be necessary from time to time.
- Maintain and safely operate the town owned Animal Control Vehicle.
- Familiarity with State and federally protected individual rights so as to avoid infringement while executing the course of A.C.O. duties.
- Enforces all applicable State and local laws and ordinances.

SKILLS:

- Providing excellent, professional, and efficient customer service to the public.
- Communicating clearly both verbally and in writing
- Preparing clear, organized, and thorough investigative reports.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Understanding and enforcing ordinances, policies, and procedures related to a variety of Town ordinances and state laws related to animals.
- Remaining calm while working under pressure.
- Communicating via two-way radio and telephone; operating a computer and various programs; and maintaining records.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including other town departments, government officials, and law enforcement agencies, community groups, and the general public.
- Applying safe work practices

QUALIFICATIONS

- At least one (1) year of animal control or related experience or certification as an Animal Control Officer strongly preferred.
- One (1) year experience in review of citizen complaints of violations of municipal law preferred.
- Good knowledge of rules and regulations, of laws to process complaints, interpret and apply pertaining laws, ordinance, and rules.
- Must be able to communicate effectively orally and in writing.
- Ability to exercise good judgment and focus on detail as required by the job.
- Must have and maintain a Massachusetts driver's license.
- Must be able to obtain a MA License to Carry or FID

Applicant must be of good character, a background investigation is required for the position.

APPLICATIONS AVAILABLE:

OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: 12/16/2019

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
 STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
 Or visit www.holdenma.gov Employment Opportunities
 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
 THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED