

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position Title: Assistant Animal Control Officer (Certified Preferred)

Salary Range: \$27.19 - \$33.07/per hour

General Description of Job:

Responsible for investigating all complaints pertaining to domestic and wild animals in accordance with State and Local laws and for determining the course and status of rabies exposure incidents. Maintains a clean and orderly animal control facility.

Works under the general direction of a Police Department superior.

MINIMUM QUALIFICATIONS:

High School Diploma plus three (3) years of related experience with at least one (1) year of experience as a veterinarian assistant or kennel keeper or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Possession of an appropriate Connecticut State Motor Vehicle Operator's License. **(Must attach copy to application)**

Testing Requirements:*

Application Review (Pass/Fail)	Oral Exam (Weighed 50%)	Interview (Weighed 50%)	Background Investigation (Pass/Fail)
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* **Each** portion of the testing requirements **must** receive a passing score of 70% or more in order to proceed to the next phase of the testing process. The City reserves the right to limit the number of applicants invited to participate in the department interview. In accordance with the personnel policies extra points may be awarded to those applicants with proven New London residency, Honorable Military service (DD214 must be attached) and bilingual skill. Points will be added after the candidate has passed all portions of the examinations. Extra points may not be used to pass a failing grade

Employment Benefits:

Liberal fringe benefits – Anthem Health Insurance with CVS Caremark prescription, Cigna Dental. Life Insurance, Sick leave, Vacation and Holidays, Worker Compensation and State of Connecticut Municipal Employees Retirement Pension System.

How to Obtain Information:

For a required employment application, please visit City of New London, 13 Masonic Street, New London, CT 06320. Applications may be dropped off or emailed to Jobs@newlondonct.gov

The application must be submitted before **August 29, 2025, at 3:00 P.M.** EOE MFH

FLSA: Non-exempt
Grade: PW-10
Location: Police Department
Approved by Personnel Board: 6-10-08
Concurred Union (1378): 1-2-08
Hours: 35

ASSISTANT ANIMAL CONTROL OFFICER

GENERAL STATEMENT OF DUTIES:

Responsible for investigating all complaints pertaining to domestic and wild animals in accordance with State and Local laws and for determining the course and status of rabies exposure incidents. Maintains a clean and orderly animal control facility.

Works under the general direction of a Police Department superior.

EXAMPLES OF WORK (ILLUSTRATIVE):

Investigates complaints relating to animals in the City of New London. Catches, provides custodial care for, and disposes of as necessary, unlicensed, untagged, roaming, injured or mistreated domestic and feral animals.

Captures and impounds all roaming, unlicensed, injured and/or mistreated animals, including wildlife.

Cares for, feeds and arranges medical care for all impounded animals.

Quarantines canines that have bitten a human being; as stipulated by law.

Destroys animals, by euthanasia or dispatch, as required. Disposes of bodies.

Maintains manual and computerized records related to shelter management including complaints, bites, disposition of cases and animal records.

Performs routine maintenance of the shelter including cleaning/sanitizing the animal holding area, raking leaves and snow removal. Determines need and organizes purchase and storage of supplies in accordance with established procedures.

Calculates fees for redemption of impounded animals, collects and records various types of fees and fines. Accepts donations; collects money as necessary and maintains related records.

Writes and issues warnings, infractions and summonses for violations of all State and Local laws concerning animals.

Prepares reports and affidavits as required and testifies in court proceedings as required.

Assists law enforcement in removal of animals during service of warrants.

Conducts training programs in animal safety, dog bit prevention, animal care and cruelty detection to children of various ages through organized programs.

Performs all other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of and interest in the humane methods of animal collection, care and disposal.

Skill in evaluating and handling various animals in a safe manner without injury to self or others.

Ability to learn and apply pertinent laws and regulations.

Ability to understand and effectively follow directions both written and oral.

Ability to maintain a clean and properly supplied animal control facility.

Ability to prepare reports as directed.

Ability to establish and maintain effective, tactful and courteous relations with supervisors, peers, enforcement agents, animal owners and the general public.

Physical ability and agility to capture, impound, and care for various types of animals safely at any hours and in all manners of weather.

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SPECIAL QUALIFICATIONS:

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Revised: 1/08