



**The Town of West Hartford**  
**Announces a Departmental Employment Opportunity**  
**for the Position of:**  
**Assistant Animal Control Officer**

**Posting Date:** April 19, 2024  
**Salary Range:** \$63,544 - \$80,990  
**Application Deadline:** May 10, 2024

**Job Purpose:**

Provides responsible law enforcement work involving enforcement of local and state statutes related to domestic and wild animals.

**Essential Job Functions:**

- Responds to animal related complaints and investigates cases of stray, lost, stolen, injured, mistreated or vicious animals.
- Takes appropriate action to enforce State and local animal control laws, prepares required court documentation; testifies in court as necessary.
- Captures and impounds stray, lost or ownerless animals.
- Responds to calls, quarantines and handles vicious or rabid animals.
- May pick up animals involved in accidents and removes dead animals from streets.
- May assist with the removal of birds and/or wild animals from buildings.
- Conducts a Town-wide annual door-to-door census for unlicensed dogs.
- Maintains office and Animal Control Facility.
- Feeds and cares for impounded animals.
- Remains on call for emergencies when necessary.
- Maintains records and prepares reports as required.
- Places unclaimed animals and may assist with the humane euthanasia of animals left unclaimed over legal period.
- Supervises Animal Control staff in above functions; prepares and oversees staff scheduling and work assignments and assists in hiring process of new employees.
- May be tasked with other responsibilities delegated by the Chief of Police or as required by applicable laws/ordinances.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the behavior, handling and care of domestic and wild animals.
- Knowledge of West Hartford geography.
- Knowledge of state and local animal laws.
- Ability to establish and maintain effective relationships with the general public and other employees.
- Ability to deal firmly but courteously with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to carry and qualify in the use of firearms and other applicable tools.
- Ability to understand and execute written and oral instructions; ability to prepare clear and comprehensive reports.
- Ability to effectively manage and supervise subordinate staff.
- Ability to be vaccinated for pre-exposure to rabies.

### **Work Environment:**

Performs office and fieldwork, as well as, maintains an Animal Control Facility. While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle or operate objects, tools, or controls, and reach and stretch with hands and arms with a full range of motion. Work involves heavy physical labor carrying supplies and equipment which from 25 to 50 pounds on a regular basis; carrying, removing animal carcasses weighing up to 100 pounds.

The employee must be able to hear normal sounds with some background noise; distinguish voice patterns and communicate through human speech, as in communicating with people one on one within the community or via police radio or telephone. The noise level in the working environment is usually moderate, except during certain activities when noise levels may be loud.

While performing the duties of this job, the employee regularly works in outside weather conditions with exposure to extremes of hot and cold temperatures. The employee may be exposed to animal blood, tissues, or fluids.

The employee may be required to work rotating shifts and overtime.

May carry an authorized firearm and shall be required to dispatch animals with firearm when necessary; required to make decisions regarding care and custody of animals, and assist with euthanasia of animals at pound when necessary.

### **Minimum Qualifications:**

High school graduate or GED plus minimum of two (2) years' experience in the behavior and handling of both domestic and wild animals. Possession of a valid CT motor vehicle operator's license and ability to obtain a State Firearms License.

Obtain State of Connecticut Department of Agriculture certified Animal Control Officer certification prior to the end of the probationary period.

Must possess and maintain a valid State of Connecticut motor vehicle operator's license and a driving record compliant with the Town of West Hartford Safe Driving Policy.

Must be a Non-Smoker, and prohibited from use of marijuana products or any illicit drugs for the duration of employment.

***The above description is intended as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. It is intended as a guide for personnel actions and must not be taken as a complete itemization of all facets of any job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

### **Background Investigation:**

A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the West Hartford Police Department to consider in determining suitability for employment as an Assistant Animal Control Officer. Eligible candidates will be requested to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to, educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests, or convictions and motor vehicle history. Candidates will be required to undergo a medical examination to include a drug screening as well as polygraph and psychological examination as elements of the background.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provisions of the Town of West Hartford Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

**Method of Selection**

	<b><u>Weight</u></b>	<b><u>Passing Score</u></b>
CPCA ACO Written Test Score	30%	70
Oral Examination	70%	70

No applicant will be appointed to this position, if they fail to satisfy all physical requirements for the position as determined by the Chief of Police and a physician selected by the Town Manager.

Any internal employee hired as a result of this examination must satisfactorily complete a probationary period of six (6) months before the assignment will be considered permanent. Any person appointed to the position not currently employed by the Town of West Hartford must satisfactorily complete a probation period of eighteen (18) months before the appointment will be considered permanent.

A passing written examination score will be required prior to submitting an application. For this position, the written examination will be the Connecticut Police Chiefs Association Animal Control Officer Exam. The oral examination will be conducted by the West Hartford Police Department, according to the Town of West Hartford Personnel rules. Candidates will be notified by email if qualified to attend the oral examination, and if they will proceed to any subsequent step in the recruitment and hiring process.

**Application Process**

All applications must be submitted online through Policeapp.com to be in consideration for this position. For any questions regarding the application or hiring process, contact the West Hartford Police Department at (860) 523-5203, or the Human Resources Department at (860) 561-7480.

Applications must be submitted online through Policeapp.com no later than **4:30 p.m. on May 10, 2024**, unless the Director of Human Resources extends such a date.

***An Equal Opportunity/Affirmative Action Employer***