

# **Northport Animal Control Officer**

## **Job Description**

### **NATURE OF WORK:**

The job of ACO is an annual appointment. It is primarily field work enforcing municipal and State ordinances relating to the regulation and control of animals. The official is responsible for the enforcement of various animal control ordinances. Work involves contact with the public and potentially dangerous animals; maintaining records, such as, an Activity Log and incident reports to be filed in the Town Offices no less than monthly; and monitoring licensure. Work is carried out in accordance with established rules and procedures as set forth by the Maine Dept. of Agriculture and is reviewed through reports and observation of results achieved.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Investigates complaints concerning the regulation, licensing and control of dogs and other animals.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining, or quarantining dogs or other animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Issues warnings or citations to animal owners and appears as a witness in District Court as necessary.
- Delivers captured animals to the Animal Hospital.
- Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- Maintains all necessary reports and records on incidents involving stray animals.
- Conducts public education sessions as may be required.
- Performs related work as may be required.

### **REQUIREMENTS OF WORK:**

- Knowledge of the principles, practices, and equipment used in animal handling.
- Knowledge of the geography of the Town.
- Knowledge of the applicable State laws and Town ordinances.
- Ability to acquire working knowledge of applicable court procedures.
- Ability to prepare and maintain records and reports.
- Ability to deal courteously, but firmly, with the general public.
- Ability to communicate well, both orally and in writing.
- Skill in the handling of animals.

**TRAINING AND EXPERIENCE REQUIRED:**

- Graduate of an accredited high school or equivalent.
- Considerable experience in handling animals.
- Complete animal welfare certification class.
- Personal Protective Equipment Training Certification

**NECESSARY SPECIAL REQUIREMENTS:**

- Must possess physical strength and agility sufficient for performing job duties.
- Must possess valid appropriate State of Maine motor vehicle operator's license.
- Must be a resident of Maine, at least 18 years of age, and a citizen of the U.S.

Approved: 2-5-2007  
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