

## **ANIMAL CONTROL OFFICER**

### ***Nature of Work***

This position requires contact with persons who are involved in violation of the animal control laws of the State of Maine and the Town of Madison and requires the exercise of individual initiative and discretion.

### ***Examples of Work (Illustrative Only)***

Responds to complaints at the request of the Madison Division of the Somerset County Sheriff's Office and performs searches in specific areas for stray dogs. If complaints come from a private citizen, the Animal Control Officer is responsible for clearing the details with the Deputy on duty.

Responsible for transportation of animals in violation to the approved animal control center and reporting color, size, sex and license number if applicable and/or available to the Sheriff's Office.

Responsible for requesting the issuance of summons to persons in violation of either State or local law from the Sheriff's Office.

Responsible for keeping accurate records on mileage, number of animals apprehended, summons issued and hours on surveillance. Reports shall be made periodically to the Madison Division as requested.

### ***Requirements of Work***

Must have knowledge of all State and Local laws pertaining to animal control.

Must have own vehicle for transportation and a current operator's license.

Must be courteous to both complainants and violators at all times and at the same time be sincere and dedicated to his/her duty.

Should feel at ease with stray animals and use necessary caution in apprehending them.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

**2023 Wage Range: \$17.50 - \$19.00**