



# Branford Job Announcement

**Posting Date:** September 6, 2023

**Closing Date:** Until Filled

Do you love all animals and desire to make a difference in the community? The Dan Cosgrove Animal Shelter is seeking a part time employee (working up to 19 hours a week) working as an ANIMAL CONTROL OFFICER. The Dan Cosgrove Animal Shelter is a newly renovated building providing temporary homes to many animals until they are adopted. Please visit our website at <https://www.branford-ct.gov/departments/human-resources> to view our official Town Employment Application or **Email your resume, cover letter, or town application to [CAREERS@BRANFORD-CT.GOV](mailto:CAREERS@BRANFORD-CT.GOV)**

**Job:** Animal Control Officer

**Status:** Non-Exempt

**Department:** Dan Cosgrove Animal Shelter

**Hours:** Friday-Sunday 12pm – 5:30pm

**Employment Type:** Part Time

**Pay Scale:** \$16.45/ hour

## **Job Summary:**

The purposes of this position are to provide for the protection of people, animals and property from disturbances or physical harm resulting from animal or owner neglect, their failure to adhere to the requirements of the animal control ordinance and State laws governing domestic animals, other causes, inadvertent actions of wildlife animals. This is accomplished through the enforcement of laws, including investigations, legal actions, impoundments and animal disposal. Provide the maintenance of the animal shelter and provides twenty-four hour coverage.

## **Essential Functions and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.*

- Respond to complaints. Investigate and enforce all animal control provisions and State and Town laws for Branford and North Branford. Issue summons, apply for warrants and make arrests, as needed. Testify in court, as required.
- Impound and care for roaming, injured, or mistreated dogs, cats and other domestic animals. If known, notify owners and arrange for pickup of animal and payment of fees. If animal is not picked up by owner, dispose of in a proper manner.
- Promote adoption of animals; enter adoption notices into computer for advertisement.
- Rescue or aid in the rescue, of trapped, sick or injured animals including those animals neglected in an unhealthy home or cruelty cases. Work with police on these issues.
- Maintain all necessary records and information regarding complaints, incidents, occurrence dates and times, names and contact information regarding the involved parties, the disposition, resolution and the reporting of matters handled by the animal control officers; prepare

For questions: (203) 315-0628 or (203) 315-0629



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statistical reports about division work and animal shelter use; present reports to Shelter Commission and Animal Control Director.

- Other tasks as assigned
- Read full job description for additional job responsibilities

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. The files of all qualified candidates will be maintained for a minimum of six months from the announcement date. All candidates must successfully pass a post-offer medical examination, which includes a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.*