



SHELTON CITY HALL

JOB DESCRIPTION

TITLE: PART-TIME ANIMAL CONTROL OFFICER

LOCATION: 11 BREWSTER LANE

HOURLY RATE: \$16 - \$20

Job Title: Animal Control Officer – (Part-Time)

Job Summary:

The Animal Control Officer (ACO) is responsible for enforcing animal control laws, managing stray animals, and addressing complaints related to animal welfare. This includes capturing and impounding stray animals, responding to concerns about injured, sick, or dangerous animals, and ensuring the humane treatment of animals in custody. The role requires a strong understanding of animal care and animal control laws and the ability to interact positively with the public.

Supervisor:

The Animal Control Officer reports directly to the designated supervisor or supervisory Police Official within the Shelton Police Department.

Key Responsibilities:

- Respond to animal-related incidents, including complaints about stray, lost, injured, mistreated, or vicious animals.
- Enforce state and local animal control laws and regulations.
- Impound stray animals and maintain humane conditions in the animal holding facility.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.

- Investigate animal-related complaints and take appropriate action, including impoundment, investigation, or public education.
 - Maintain detailed records of all activities, including incident reports and quarantine notices for animals suspected of disease.
 - Return impounded animals to their owners or work to place unclaimed animals in suitable homes.
 - Utilize specialized tools (such as snares) for handling difficult animals when necessary.
-

Knowledge, Skills, and Abilities:

- **Knowledge:**
 - Strong understanding of animal care, handling, and behavior.
 - Familiarity with state and local animal control laws.
 - Ability to accurately document activities and maintain detailed records.
 - **Skills:**
 - Proficient in safely and humanely handling various animals, including aggressive or uncooperative ones.
 - Ability to communicate verbally and in writing effectively with the public and other stakeholders.
-

Qualifications:

- High School Diploma or equivalent.
 - Two years of experience in animal care and control, with some clerical experience preferred.
-

Additional Requirements:

- Must possess or be able to obtain a Connecticut Operator's License.
- Must be Connecticut State Certified. (The city will fund training and certification for not yet certified candidates.)

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.

- Reliable transportation is required; the candidate must reside near Shelton and Derby.
 - Physical capability to lift and control animals weighing up to 75 pounds, as necessary.
-

Work Schedule:

- The position requires weekend shifts from 8:00 a.m. to 4:00 p.m., averaging between 16 to 29 hours per week.
- **Additional Information:** This is a part-time, non-unionized position. Please note that the role does not include benefits, paid vacation, sick leave, or personal time.

Please send your application and/or resume to the City of Shelton Human Resources Department, 54 Hill Street, Shelton, CT 06484. The application deadline is Tuesday, September 30, 2025, but the position will remain open until filled, if necessary.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.