



## Town of Otisfield

403 State Route 121 Otisfield, ME 04270 - 6274  
Phone: 207.539.2664 Fax: 207.539.2246

### **Animal Control Officer**

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

This position is a contracted position which is responsible for the enforcement of various animal control laws and ordinances from both the town of Otisfield and the State of Maine. The work includes responding to reports of animals suspected of having rabies, complaints about loose or stray animals as well as animals that comprise a nuisance or a hazard to public health or safety. The work involves record keeping and the filing of reports to the town and the state, and monitoring licensure and incident reports.

Most duties relate to enforcement of Title 7, sections 3911, 3912, 3916, 3921, 3924, 3948, 3950, 3950-A and 4041 and Title 17, section 1023, Title 22, sections 1313 and 1313-A of the Maine Revised Statutes.

The Animal Control Officer (ACO) is appointed annually through contract by the Board of Selectmen (BOS), and communicates with the Administrative Assistant to the BOS (ABOS). Performance is reviewed by the BOS with input from the ABOS.

The ACO is not authorized to carry a firearm. If additional support is needed in the administration of animal control laws the ACO will contact an appropriate law enforcement agency for assistance.

#### **Essential Duties and Responsibilities:**

Duties include but are not limited to:

- Enforces the Animal Control Laws of the State of Maine and the Animal Control Ordinance for the Town of Otisfield.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- 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.
- Delivers captured animals to the designated facilities.
- Receives calls regarding trapped, wounded, sick or injured animals and refers the caller to the proper authority.

- Investigates all animal bites and delivers a report in accordance with State Statutes.
- Investigates all reports of alleged animal abuse and follows up as required.
- Maintains detailed records of calls and complaints. Provides statistics to the BOS and for inclusion in the Town's Annual Report.

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

- Knowledge of principles, practices and equipment used in handling both domestic and wild animals.
- Knowledge of applicable State laws and local ordinances.
- Ability to deal courteously but firmly with the general public.
- Ability to communicate effectively verbally and in writing.
- Ability to prepare, maintain records and file reports.
- Ability to organize work and set priorities.
- Ability to establish and maintain effective working relationships with Otisfield officials and State employees.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Ability to manage job related stress.
- Commitment to protect the confidentiality of the citizenry.

#### **Training and Experience Required:**

- Upon initial appointment the ACO must complete basic training and be certified by the Commissioner of the Maine Department of Agriculture within 6 months of appointment.
- Demonstrated ability in handling dogs and other animals.

#### **Necessary Special Requirements:**

- Must be at least 18 years of age.
- Must not have been convicted of any criminal violations cited in Title 7, Chapter 725 of the Maine State Statute.
- Must be certified in accordance with section 3906-B, subsection 4.
- Must be accessible via email and/or cell phone.
- Must be authorized to work in the United States.
- Must provide their own transportation.

**ADOPTED: November 6, 2013**

**TAFT 12.04.13**