

## Town of Underhill Animal Control Officer/Dog Warden

The Animal Control Officer is appointed by the Selectboard to administer and enforce Underhill's Animal Control Ordinance. The Animal Control Officer responds to citizen complaints; handles animals in a humane and responsible manner; and deals tactfully but firmly with animal owners. Independent judgment is expected, guided by the Selectboard's instructions and applicable state statutes.

### Duties

The Animal Control Officer has the following specific duties:

- Respond to complaints about dogs in violation of the ordinance within the town of Underhill.
- Apprehend and transport domestic dogs in a safe and humane manner to the designated pound.
- Investigate dog bites and report them to the proper authority.
- Maintain records and prepare reports of reported incidences.
- Submit payroll request to the Town Treasurer at least quarterly, including summary of calls and the disposition of the incidents.
- Develop and implement procedures where necessary with Selectboard oversight.
- Investigating cases of animal cruelty and neglect
- Enforcing licensing laws and Town of Underhill Animal Control Ordinance as well as other Vermont Statutes that are applicable
- Educating the public about animal safety through Internet and on-line communications
- Provide expert testimony in court cases
- Rescuing trapped animals

### Skills & Competencies:

- Emotional stability: Animal control officers often come across difficult situations involving animals in neglected, abused, or injured states. They must know how to work with any emotions that arise in order to be able to effectively assist these animals.
- Interpersonal skills: This job requires interaction with the public and requires the ability to skillfully navigate difficult situations. Most of the work is written and verbal communication between residents and the Animal Control Officer and negotiating best resolution for issues and concerns.
- Physical agility and stamina: Animal control officers may work on their feet for long periods of time, and need to be able to bend, stretch, and climb under or over obstacles to get to animals in need of help. They must also be ready to safely handle frightened or aggressive animals.

### Schedule & Work Hours

As with any animal career, working hours can be irregular. Most animal control officers are required to be "on-call" for emergency situations on some nights, weekends, and holidays. Pay is hourly with a monthly stipend to compensate for being "on call." Generally, job requires fewer than 20 hours each month.