

**Township of Parsippany Troy-Hills**  
**OPEN POSITION ANNOUNCEMENT**

**Animal Control Officer**

Police Department

- Workweek:** Forty hour week as scheduled
- Wage:** Per Ordinance
- Definition:** Under direction, performs varied animal control related duties
- Skills/Duties:** Duties include patrolling the Township, enforcement of Animal Control laws & ordinances, handling, capturing, pick-up, cleaning, feeding, caring for animals and humanely destroying an animal, completion of reports, maintaining records and making notifications and referrals.
- Minimum one-year experience in working with animals required, must be compassionate towards animals
- Able to lift 100 pounds
- Must be able to work well with others, including employees, volunteers and the public. The ability to understand written and verbal instructions and to make rational decisions as well as the ability to read, write and speak English is important.
- Must be able to complete reports and maintain computerized records using Microsoft Excel and Word, answer phones and take messages.
- Must be a high school graduate and possess a valid NJ driver's license with a safe driving record and be able to reach the Animal Control office within 25 minutes.
- License:** Applicants must possess a current and valid certificate as an Animal Control Officer and as a Certified Animal Cruelty Investigator issued by the New Jersey Department of Health and Senior Services.
- To apply:** Submit a letter of interest indicating the title and department of the position you are interested in to Hank Sunyak, Personnel Director. Include a brief resume of your skills, experience, and qualifications.
- Closing date:** Monday, April 11, 2016
- Date Posted:** \_\_\_\_\_ **Posted By:** \_\_\_\_\_
- Department:** \_\_\_\_\_
- Reminder:** Please return the original signed copy of this notice to Charlotte Piegaro, Mayor's Office. Post copy. Remove end of business 4/11/16.