



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence*  
*Personnel Department*  
*City Hall, Room 303*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

TEL: (978) 620-3063  
FAX: (978) 722-9130  
www.cityoflawrence.com

### EMPLOYEE JOB POSTING

**Position/Title:** Animal Control Officer  
**Department:** Police Department  
**Salary/Pay Grade:** Grade 12 -\$41,399 to \$45,295  
**Union:** Local #3, Labor

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**Duties and Responsibilities:** Under general supervision of the Captain of the Administrative Unit, performs specialized work in the enforcement of state statutes and municipal ordinances pertaining to the regulations and control of dogs and other animals. Investigate complaints concerning the regulations, licensing, and control of dogs and other animals. Impound all loose animals as provided for in municipal ordinances and state statutes. Determines if any state statutes or local ordinances have been violated and take appropriate action such as catching, confining, quarantining and destroying animals. Issues citations to animal owners and appears as a witness in district court should circumstances require such action. Arranges for and attends vicious or barking dog hearings held before the Chief of Police or his/her designee. Rescue, or aid in the rescue of trapped, wounded, sick, or injured animals. Destroy sick, wounded, or injured animals and dispose of their bodies. Coordinates and cooperates with area and state animal control officers and humane organizations. Assist local veterinarians with immunization programs. Wear the prescribed uniform during each tour of duty and otherwise present a neat and clean appearance. Cleans and maintains all issued equipment. Performs other related duties as assigned by supervisor. May be required to work weekends and overtime.

**Physical Requirements:** Some lifting required.

**Qualifications:** Minimum Associate of Sciences in related field. Specialized knowledge of state and municipal ordinances pertaining to animal control. A valid Massachusetts driver's license is required. Candidates shall submit to a criminal background check before being hired.

**Appointing Authority:** \_\_\_\_\_

  
**Daniel Rivera, Mayor**

**Posting Date:** October 13, 2017

**Deadline:** Until Filled



*City of Lawrence  
Personnel Department*

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**  
*Application and Full Job Description Available in the City Personnel Department*  
*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.