



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

**BETH BRENNAN O'DONNELL**  
Director of Human Resources

**KAREN MEAGHER**  
Benefits Manager

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Human Resources Aide

## JOB POSTING

**TITLE:** Assistant Animal Control Officer (Part-time, Seasonal)

**SALARY:** \$15.85 per hour

**DEPARTMENT:** Police Department

**HOURS:** 19 hours per week  
Monday, Wednesday, and Friday: 3:30 PM – 8:00 PM  
Saturday: 8:30 AM – 2:00 PM  
ON-CALL as needed Sunday: 10:00 AM – 3:00 PM

**DURATION OF POSITION:** April 2016 – October 2016

### DUTIES:

The City of Peabody is seeking a Part-time, Seasonal Assistant Animal Control Officer to work 19 hours per week with additional on-call, emergency and vacation coverage hours as required. Responsibilities include assisting in enforcing laws pertaining to animals, investigating animal complaints, dog bites, cases of cruelty, neglect or aggressive animals, and reporting on suspected cases of rabies. Responsibilities also include responding to calls, answering and issuing complaints in District Court, patrolling the city for stray animals and computerized record keeping responsibilities. Responsibilities may also include educating the public about laws, regulations and health and safety concerns involving animals.

The successful candidate must possess a high school diploma or equivalent and a valid Massachusetts driver's license; must be qualified to carry, as necessary, a Class A firearm; and must have the ability to communicate effectively with the public. This position is directly supervised by the Animal Control Officer, under authority of the Chief of Police. This position is expected to perform a full-time schedule during weeks when the Animal Control Officer is on vacation or unavailable for usual schedule.

This position subject to Official Service Rules and Regulations, Classification 0074B.

### QUALIFICATIONS:

- Must have a valid Massachusetts Driver's License.
- Must have the ability to perform all duties; must be able to lift 50 lbs. without impediment.
- Must have a high school diploma or equivalent.
- Must have experience handling animals.
- Must have excellent verbal and written communication skills.
- Must have basic computer skills.
- Must pass a basic background/CORI check and driver's license investigation.
- Must be qualified to carry, as necessary, a Class A firearm.
- Must be available April 2016 through October 2016.

**POSTING DATE:** March 24, 2016

Qualified candidates apply on or before April 6, 2016 at the City of Peabody Human Resource Office, City Hall, Room 204, 24 Lowell Street, Peabody; or via E-mail [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); or Fax 978-538-5982. The City is an EOE.