



**EXAMINATION OPEN TO THE PUBLIC
STATE ANIMAL CONTROL OFFICER**

**ANNUAL \$53,034
SALARY: \$69,484**

**SALARY
GROUP: PS 12**

**APPLICATION CLOSING
DATE: NOVEMBER 29, 2013**

**EXAM
NO: 131340OCJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Agriculture, this class is accountable for independently performing a full range of tasks in the enforcement of laws and regulations pertaining to the control and impoundment of domestic, companion and exotic animals and animal cruelty laws.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 29, 2013**.

GENERAL EXPERIENCE: Five years of experience in the field of animal control OR commercial management of domestic animals OR law enforcement involving animals.

SUBSTITUTION ALLOWED: College training in agriculture, animal science, law enforcement or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class will be required to carry a shotgun and other defense weapons including chemical weapons and will be required to obtain training and retain proper certification for such weapons; (2) Incumbents in this class must be willing to accept assignment or transfer to any district in the state and must establish a permanent residence within the central portion of the area to which he/she is assigned; (3) Incumbents in this class may be required to travel; (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be exposed to considerable danger of injury from animal bites, exposure to rabid animals and to disagreeable and potentially dangerous conditions in dealing with animals and animal owners in the course of issuing search and seizure and arrest warrants.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of domestic, companion and exotic animal control procedures and operation of animal control facilities; considerable knowledge of the care and handling of livestock, including horses, cattle, sheep, goats and poultry; knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of law enforcement procedures; considerable interpersonal skills; oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of State Animal Control Officer include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of State Animal Control Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the proper care, treatment and handling of animals including livestock, such as horses, cattle, sheep, goats and poultry. Be specific regarding the type and numbers of animals with which you dealt your purpose for these dealings and under what conditions. Detail your experience rendering proper care and humane treatment of animals and the conditions, purpose and setting in which this was done. Detail any experience overseeing/ensuring the proper procedures and operation of animal control facilities including handling and transport of animals, notifying authorities of human contact related to diseased/rabid animals, setting up and running rabies vaccination clinics and/or approving/preparing application for pet shops, commercial kennels, grooming and/or training facilities. (2) Experience in the inspection and enforcement of animal control/management procedures/regulations. Describe your experience in the preparation and issuance of warnings, infractions, misdemeanor summons, search and seizure warrants and arrest warrants with reference to rabies exposure incidents, cruelty to domestic and companion animals, rabies vaccination violations, control of dangerous, nuisance and roaming animals and unlicensed dogs. Indicate any arrests made of persons for violation of any law related to domestic, companion or exotic animals and the reason for the arrest. (3) Interpersonal/oral and written communications experience. Detail your experience in the following areas including the nature and purpose of the communication and to whom it was delivered: responding to questions from the public, town officials and local animal control officers; preparing cases for trial and giving evidence and/or testifying in court or administrative hearings; providing education at schools, fairs and other public forums with regard to humane treatment of animals, as well as safety issues; providing training regarding rabies, dog laws and bite prevention; media contact; and preparing detailed reports regarding all incidents, complaints and damages. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 29, 2013.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 16, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://.das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

