



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: July 26, 2023

APPLICATION DEADLINE: Until position is filled

POSITION: Assistant Animal Control Officer	DATE POSITION WILL BECOME AVAILABLE: Immediately	
POSITION TYPE: On-Call / As Needed	DEPARTMENT: Health	SALARY: \$20.00/hour
POSITION REPORTS TO: Animal Control Officer	HOURS PER WEEK: Varies – On call/as needed	

PRINCIPAL DUTIES:

Performs responsible protective service work in the enforcement of laws and ordinances regulating the keeping of animals within the township and contracting communities. Responsible for the handling, capturing, and for the compassionate care and well-being of all impounded animals. May be required to handle vicious dog/cat or rabid animal. Respond to calls from Police and Health Department when needed to respond to after hour emergencies 24 hours / 7 days a week.

JOB REQUIREMENTS:

- Responds to calls after hours and weekends 24hours a day / 7 days a week.
- Apprehends animals running at large and transports to contracting kennel.
- Investigates citizen's complaints relating to wild and domestic animals.
- Provides for the rescue/care and treatment of sick, injured, endangered, distressed domestic and wild animals.
- Transports injured wildlife to wildlife rescue rehabilitators.
- Removes deceased domestic animals from roadways.
- Sets and removes traps for sick wild animals and stray cats.
- Assists the Animal Control Officer for special emergencies or as needed.
- Assists in conducting dog census for Bernards Township.
- Responds to animal control emergencies and disasters as outlined in the Animal Control Annex of the Emergency Management Preparedness Response plan.
- Assists local and state law enforcement in animal control related police matters.
- Rescues animals in the event of fires and hazardous conditions.
- Must be able to integrate into the Health Department's day-to-day operations when on call.
- Ability to regularly work in outside weather conditions exposed to heat, cold, wet or humid conditions.

EDUCATION & EXPERIENCE:

Education: Any combination of education and experience equivalent to graduation from high school.

Licensing &/or Certification: NJ State Certified Animal Control Officer required.

Special Requirements: A valid appropriate driver's license.

CONTACT: Send **resume and cover letter** to employment@bernards.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.