



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217

Job Opening:
Animal Control Officer

Department: Health & Human Services

Division: Animal Care & Control

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 246

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5hrs/week. (Morning & Evening Shifts; May require working weekends)

Salary: \$45,000- \$47,000. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Certified Animal Control Officers (ACOs) in good standing. Under the direction of Management, Animal Control Officers handle, capture, and, when necessary, humanely transfer wild and strayed domesticated animals and birds. ACO's care for impounded animals, clean and maintain the impounding facility, and may take the lead over one or more Assistant Animal Control Officers. The ACO's principal responsibility is to perform state-mandated animal control services under the direction and following policies and procedures of the City of Jersey City. ACOs help the people of Jersey City solve animal problems and treat animals and people humanely. ACOs also enforce animal control statutes and City ordinances. Jersey City Animal Control is committed to community engagement, human education, and supporting residents in animal care, especially those who care for outdoor cats.

Job Duties:

- Patrols the streets, captures and impounds stray animals, wild game, birds, and unlicensed dogs.
- Cares for and feeds animals in the public pound and observes their physical condition and behavior.
- Contacts veterinarian when necessary.
- Uses nets, traps, or tranquilizer guns to capture wild animals or strayed domesticated pets.
- Captures and impounds animals suspected of being rabid and observes their physical condition.
- Destroys rabid animals in a humane way and takes their remains to the State Health Clinic for analysis.
- Handles complaints regarding wild and stray animals and licensed and unlicensed domesticated animals.
- Enforces the rabies control program and issues summons for violations of local or state animal control ordinances.
- Cleans and maintains sanitation of the impounding facility; washes and scrubs the facility.
- Cleans up feces and urine and dips and bathes animals to rid them of fleas and ticks.
- Promotes the adoption of animals and arranges for their spaying and neutering.
- Where authorized to serve as the designated Humane Law Enforcement Officer for the jurisdiction, investigates, signs complaints, arrests violators, and otherwise acts as an officer for the detection, apprehension, and arrest of offenders against animal welfare and animal cruelty laws and ordinances.
- Prepares clear, sound, accurate, and comprehensive reports of inspections and other reports containing findings, conclusions, and recommendations.
- Maintains essential records and files.
- Use of personal protective equipment.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required License/Certifications: Applicants must possess a current and valid certificate as an Animal Control Officer issued by the New Jersey Department of Health. Appointees may be required to complete a course and obtain certification in the Chemical Immobilization of Animals.

Preferred Experience: One (1) year of experience in animal control.

Required Licenses: Possession of a valid NJ driver's license. Applicants must possess a current and valid certificate as an Animal Control Officer issued by the New Jersey Department of Health.

Essential Skills:

- Ability to carry animals and lift into and out of vehicles and enclosures.
- Ability to control large and/or aggressive dogs using a leash and/or control pole.
- Occasional running and climbing (stairs or short ladder).
- Outdoor work in all weather conditions.
- Ability to read, understand, remember, and carry out oral and written instructions and to learn from demonstrations and oral and written instructions.
- Ability to maintain good interpersonal and written communication skills.
- Ability to do repetitive tasks that have a sequence of work steps and to perform these tasks the same way each time.
- Ability to observe common safety precautions when working around biologically contaminated items.
- Ability to be consistently careful when handling glassware, instruments, and equipment to avoid breakage and injury to oneself and others.
- Ability to place and arrange articles in sterilizers, cabinets, and on shelves.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

You must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the NJ First Act.

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