



Somerset Regional Animal Shelter

100 Commons Way • Bridgewater, NJ 08807 • Phone: 908-725-0308

www.srasnj.org

Under minimal supervision, to provide high quality animal control services through compassion, education and enforcement of laws and regulations governing the licensing, quarantine, impoundment and control of treatment/control of animals, and related duties as required.

Duties & Responsibilities:

1. Responds to calls/complaints for service regarding stray, vicious, injured, sick, nuisance and dead animals; including resolving complaints through enforcement, investigation and mediation. Investigates violations of animal laws, animal bite cases, cruelty/neglect cases, gathers evidence, issues quarantine orders, and neighborhood disputes related to nuisance animals. Issues summonses, warning notices, impounds animals, and performs animal head removal as necessary. Prepares cases and testifies in court, including being a credible witness.
2. Knowledge and enforcement of laws and regulations governing the licensing, quarantine, impoundment and control/treatment of animals. Maintains awareness of new laws and legislation pertaining to animal control; interprets laws and regulations applicable to animal control and informs staff of changes in such regulations.
3. Assists and advises the public of laws and ordinances pertaining to care and confinement of animals.
4. Provides on-going patrol and initiate activity when violations are observed.
5. Performs animal care duties such as preparing food, feeding, and providing water; cleaning and disinfecting kennel and cat cages; sweeping and mopping floors; picking up fecal material; washing and sweeping debris from walls, beds, and dog run areas.

Qualifications:

REQUIRED MINIMUM QUALIFICATIONS:

Must possess a high school diploma or a GED certificate. Must possess a valid driver's license. Must possess valid Animal Control License. Working knowledge of computerized data bases including Word and Excel. Experience working with the public, preferably in a customer service capacity. Demonstrated ability to handle multiple demands simultaneously, deal with interruptions, and handle difficult situations under time pressure. Ability to handle confidential information in a secure, professional and discretionary manner. Demonstrated interpersonal, problem solving and conflict resolution skills, including the ability to deal tactfully with the public. Effective verbal and written communication skills. Attention to detail and organizational skills. Flexible and open to change. Willing and able to work evenings and weekends.

Salary \$12.00/hr. Plus benefits for full time

Please email resume and cover letter to somersetregionalanimalshelter@aol.com.

No Phone Calls Please.