



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us

JOB POSTING



POSTING: ☒ IN HOUSE
☒ OUTSIDE ADVERTISEMENT

DEPARTMENT: Selectmen

POSITION: Interim Assistant Animal Control Officer
☐ NEW ☒ EXISTING

CLASSIFICATION: ☐ REGULAR ☐ SALARIED ☐ PART TIME ☐ CASUAL ☒ ON CALL

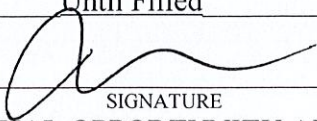
HOURS: On-call; Per Diem

JOB: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$50.00 per designated on-call day; \$25.00/hr per response (minimum two hours)

SUBMIT: ☒ Application, Cover Letter & Resume to: mchabot@berkleyma.gov

CLOSING DATE: Until Filled

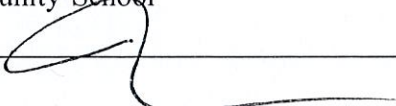
DEPT. HEAD SIG.:  07/06/2026
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | |
|---|---|
| ☐ Town Clerk (certified copy) | ☐ Library |
| ☐ Highway Dept. Office (employee area) | ☐ Middle School |
| ☐ Community School | ☐ Public Safety Building lobby |


SIGNATURE

07/06/2026
DATE

Town of Berkley

Job Description

Interim Assistant Animal Control Officer (Per Diem)

Position Title: Interim Assistant Animal Control Officer (Per Diem)

Department: Board of Selectmen/Town Administrator

Appointing Authority: Board of Selectmen

Status: On-call position

General Purpose

Under the direction of the Town Administrator and in coordination with the Animal Control Officer, Police Department, and regional partners, performs animal control and public safety duties on an as-needed basis. The position provides emergency animal control coverage during periods when the primary Animal Control Officer is unavailable and may assist with routine animal control activities as assigned.

This is a per diem, on-call position with no guaranteed minimum hours.

Essential Duties and Responsibilities

- Respond to dispatched emergency animal control calls.
- Capture and impound stray domestic animals.
- Investigate dog bites and quarantine orders.
- Respond to dangerous dog complaints.
- Handle injured domestic animals.
- Coordinate with veterinarians, shelters, police, fire, and state agencies.
- Enforce applicable provisions of M.G.L. Chapter 140 relating to animal control.
- Prepare reports and maintain records.
- Issue citations or warnings when authorized.
- Testify in court when necessary.
- Maintain Town-issued equipment and vehicle.

Preferred Qualifications

- Massachusetts Animal Control Officer certification or ability to obtain.
- Experience handling domestic animals.
- Valid Massachusetts driver's license.
- Ability to safely capture animals.
- Ability to communicate with the public.
- Ability to lift approximately 75 pounds.

Education & Experience

- High school diploma or equivalent required.
- Previous experience in animal control, veterinary services, law enforcement, animal shelter operations, wildlife management, or a related field is preferred.
- Massachusetts Animal Control Officer certification is preferred or must be obtained within a reasonable period following appointment, as required by law or Town policy.
- Valid Massachusetts driver's license with a satisfactory driving record required.
- Certification in animal handling, humane capture, first aid, or related disciplines is desirable.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must be able to stand, walk, bend, kneel, crouch, climb, lift, carry, and restrain animals of varying sizes; safely operate animal control equipment and a motor vehicle; and work outdoors in all weather conditions. The position requires the ability to lift and carry up to 75 pounds and occasionally more with assistance. Vision, hearing, and manual dexterity sufficient to safely perform animal handling and enforcement duties are required.

Schedule

This is an as-needed position. Hours vary depending on call volume and operational needs.

Compensation consists of an on-call stipend plus hourly compensation for dispatched responses in accordance with the Town's compensation schedule.

\$50 per designated on-call day, plus \$25 per hour for dispatched responses, with a minimum compensation of two (2) hours per dispatched call. Time worked in excess of the two-hour minimum shall be compensated in 15-minute increments.

Appointment

Position is appointed by the Board of Selectmen and serves subject to applicable Massachusetts General Laws and Town policy.