**CITY OF CRANSTON**

**DEPARTMENT OF PERSONNEL**

**ANNOUNCES AN OPEN COMPETITIVE & PROMOTIONAL CIVIL SERVICE EXAMINATION**

**FOR**

**ANIMAL CONTROL OFFICER**

**Starting Salary: $52,746.88**

Applications must be filed on or **before 4:30 PM, Friday, October 10, 2025**, in the office of the Director of Personnel, Room 107, Cranston City Hall. The time and place of the examination will be announced via email. Applications available at [www.cranstonri.com](http://www.cranstonri.com) and submit via:

**Email or Fax:** personnelapplications@cranstonri.org; Fax: (401) 780-3362.

**Mail/In Person**: Personnel Director, Cranston City Hall, Room 107, 869 Park Avenue, Cranston, RI 02910.

Candidates applying through any online or trade organization website must also submit the City of Cranston application to be considered for the position.

**Position Summary:**

The City of Cranston is seeking a dedicated and compassionate individual to join the Cranston Police Department as an **Entry-Level Animal Control Officer**. This position plays a vital role in protecting public health and safety, enforcing animal-related laws and ordinances, and ensuring the humane treatment of animals within the community. This position reports to the Animal Shelter Manager/Animal Control Supervisor and works under the general supervision of the Cranston Police Department.

**Key Responsibilities:**

* Report directly to the Chief of Police or a designated police supervisor
* Respond to public complaints and service calls involving stray, injured, or aggressive animals.
* Safely capture, transport, and impound domestic animals and wildlife as needed.
* Investigate reports of animal cruelty, neglect, or abuse in accordance with Rhode Island state law and city ordinances.
* Educate residents on responsible pet ownership, licensing requirements, and animal welfare.
* Issue warnings or citations for violations of animal control laws.
* Assist with shelter operations, including feeding, exercising, cleaning, and monitoring the health of impounded animals.
* Maintain accurate records of calls, investigations, and impoundments.
* Collaborate with local shelters, veterinarians, and law enforcement agencies.
* Appear in municipal or state court as needed to provide testimony.
* Participate in community outreach events and vaccination clinics.
* Any other duties assigned by the Chief of Police, Animal Shelter Manager/ACO Supervisor, or another designated supervisor

**Minimum Qualifications:**

* High school diploma or GED required.
* Must be at least 18 years of age.
* Valid Rhode Island driver’s license with a clean driving record.
* Strong interpersonal and communication skills.
* Ability to work independently and in a team environment to handle stressful or emotionally challenging situations.
* Comfortable working with animals of all sizes and temperaments.
* Basic computer skills for report writing and data entry.

**Preferred Qualifications:**

* Prior experience in animal handling, veterinary care, or law enforcement is a plus.
* Knowledge of Rhode Island animal control laws and city ordinances.
* NACA certification or an equivalent
* Familiarity with social media to post information/photos of stray animals brought to the shelter when the kennel custodian/adoption coordinator is off duty.

**Working Conditions:**

* Work is performed in both indoor and outdoor environments, in all weather conditions.
* Full-time: Tuesday, Wednesday, and Thursday, 10:00 AM-6:00 PM, Friday and Saturday 8:30 AM-4:30 PM (subject to change)
* Exposure to potentially aggressive animals, zoonotic diseases, and emotionally distressing situations.
* Physical demands include lifting animals and equipment, standing for long periods, and driving.
* Occasionally work beyond the regularly scheduled workday, work week, and holidays, and be available for emergency callbacks

**Special Requirements:**

* Must obtain certification as an animal control officer within six (6) months of hire through NACA or the equivalent
* Obtain the rabies vaccination, which is a series of injections, and obtain a booster when the titer test indicates a loss of immunity
* Successfully pass a comprehensive background investigation

**Salary & Benefits:**

* **Starting Salary:** $52,746.88 with scheduled step increases
* **Benefits:** Health insurance, paid time off, retirement plan, training, and certification opportunities.

**Examination Process:** Oral examination (100% of final score, minimum passing grade 70%). Qualified employees will have seniority points added to a passing grade. Exam details sent by email – please monitor your inbox.

**Preference**

**Veterans Preference**

Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade, and disabled active-duty war veterans shall have ten (10) points added to their final grade.

To receive credit for veteran’s preference, an honorably discharged active-duty veteran must furnish a DD214 when applying. A disabled active-duty war veteran must submit proof that he/she has been classified by the Veterans Administration. Applicants must provide a DD 214 with their application.

Veteran dates for active-duty war veterans are as follows:

December 7, 1941, to December 31, 1946

June 27, 1950, to January 31, 1955

July 1, 1958, to January 1, 1959

August 5, 1964, to May 7, 1975

August 20, 1982, to December 31, 1987

December 20, 1989, to January 31, 1990

August 2, 1990, to July 13, 1992

September 18, 2001 – A period prescribed by law, an Act of Congress, or Presidential Proclamation

October 16, 2002 – A period to be prescribed by law, an Act of Congress, or Presidential Proclamation

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service.

" The City of Cranston is an Equal Opportunity Employer and values a diverse and inclusive workforce.