



## *Town of Adams* • Massachusetts 01220

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TOWN ADMINISTRATOR'S OFFICE  
ADAMS TOWN HALL  
8 PARK STREET – Room 210  
TEL. (413) 743-8300 EXT 170  
FAX (413) 743-8316

## RECRUITMENT NOTICE

### POLICE DEPARTMENT Animal-Parking Control Officer

The Town of Adams Police Department is currently accepting applications for an **Animal-Parking Control** position. Successful candidate will perform technical and semi-skilled work for the enforcement of local and state laws related to animal control and local parking rules and regulations for the Town of Adams under various weather conditions. Responsible for capturing and impounding dangerous or stray animals and investigating cases of animal cruelty, which may require testimony in court cases. Enforces licensing laws, rescues trapped animals, and provides humane care to animals under supervision in the Town's animal shelter. Tickets illegally parked vehicles on overtime meters and in violation of other designated or restricted areas such as parking lots and streets throughout town, utilizing the wheel locking "boot" device as required. Maintains parking kiosks and works collaboratively with other departments to address mechanical issues with meters. Communicates with the general public in a professional manner and assists with information or directions as needed. Requirements include receiving a Rabies Pre-exposure Vaccination series; High School diploma or GED; two years' experience in animal control or a related field; or any equivalent of education and experience. One to three years' working experience with the public, preferably in a customer service environment, and additional training in customer relations, or law enforcement preferred. Job descriptions and applications are available at the Town Administrator's Office, 8 Park Street, Adams, MA 01220, Monday through Thursday, 8:00 AM to 5:00 PM. An application may be located on the Town's website at [www.town.adams.ma.us](http://www.town.adams.ma.us) Please submit to the Town Administrator's Office via postal mail, in person at Town Hall or email to [employment@town.adams.ma.us](mailto:employment@town.adams.ma.us). Applications along with a resume and cover letter will be accepted until position filled. The Town of Adams is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, sex, age or disability. The Town of Adams has a zero-tolerance drug and alcohol policy and applicants must complete a CORI check.

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