

ANIMAL CONTROL OFFICER

Distinguishing Features of the Class: This position is charged with the responsibilities for carrying out the provisions of the Agriculture and Markets Law and local municipal ordinances dealing with the general control of dogs including their seizure, impoundment and disposition. An employee in this class must possess skill in handling small animals and be able to operate independently in the field. The work is performed in accordance with established policies and procedures. The incumbent does related work as required.

Typical Work Activities:

- Investigates complaints related to small animal annoyances.
- Seizes and impounds stray and dangerous dogs.
- Receives and answers complaints from the public regarding dog nuisances.
- Issues appearance summons and arrest warrants and participates in court proceedings including the preparation of reports and providing information, testimony and evidence.
- Enforces local ordinances, quarantine laws and orders applicable to dog licensing and behavior.
- Attempts to locate owners of seized dogs.
- Tranquilizes uncontrollable animals.
- Transports dogs to local animal shelter.
- Investigates reports of cruelty to animals.
- Reports sick or injured animals to veterinarian for corrective action.
- Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, transported to pound or otherwise disposed of.
- Makes reports to the legislative body as required.
- Maintain and operate dog pound.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Good knowledge of the laws and regulations dealing with the seizing, impounding and disposition of stray and dangerous dogs; good knowledge of the methods and procedures for handling dogs and other domestic animals; good knowledge of local geography; working knowledge of the identification features, temperaments and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships; ability to meet and deal effectively with the public; ability to understand and carry out oral and written instructions; ability to maintain simple records and prepare reports; physical condition commensurate with the demands of the position.

Minimum Qualifications: One year of work experience involving the handling and caring for dogs or other domestic animals.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job at the time of appointment.

09/26/88
08/23/93
10/11/96
07/10/97
12/16/11

CLASS: COMPETITIVE