

ANIMAL CONTROL OFFICER II

Department: Environmental Control

Classification: Competitive

Specification Number: 2920

Approved: 4/27/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of paid or volunteer experience in the care and handling of animals in a business or animal control regulatory agency.

PROMOTIONAL

One (1) year of permanent competitive status as an Animal Control Officer I.

SPECIAL NECESSARY REQUIREMENTS

Possession of a valid New York State driver's license at the time of appointment and throughout employment in this title.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class is responsible for supervising a small staff engaged in the enforcement of ordinances and regulations governing dogs and other animals. The incumbent is responsible for assigning work areas to be patrolled and for keeping work records. Work involves some personal danger and the incumbent must be able to act without direct supervision and to exercise discretion in meeting emergencies. Work is reviewed by an administrative superior through oral and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and participates in the enforcement of ordinances and regulations pertaining to dogs and other animals;

Investigates various types of complaints from the public or police such as barking dogs, injuries, sick, mistreated, abandoned and dangerous animals, unlicensed or unleashed dogs;

Patrols and issues warnings or appearance tickets for ordinance violations for excessive barking, unlicensed, unleashed, neglected or abused animals;

Informs owners of their responsibilities as a pet owner, advises them of complaints concerning their animal, violations of local and state laws and advises them on the procedures for redeeming their animals;

Transports injured or sick animals to a veterinarian if the owner is unknown or is unable to take the animal themselves.

Maintains incident records and logs containing information such as dates, names, location of complaint or seizure and all pertinent details.

May operate a truck or patrol wagon.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of local ordinances pertaining to the licensing and keeping of dogs and other animals; Some knowledge of effective supervisory techniques; Ability to dispose of sick or unclaimed animals in a humane manner; Ability to establish and maintain effective working relationships with the general public; Ability to plan, assign and supervise the work of a small staff in a manner conducive to full performance and high morale; Ability to prepare written logs and reports accurately; Physical condition commensurate with demands of the position.