

ANIMAL CONTROL OFFICER I

Department: Environmental Control

Classification: Competitive

Specification Number: 2910

Approved: 11/10/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school and six (6) months of work experience, or its part time equivalent, in handling animals, which must have included handling dogs.

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

The work involves responsibility to enforce animal control laws and ordinances as prescribed by Article 7 of the New York State Agriculture and Markets Law. Individuals in this title have peace officer status and are responsible for instituting court actions for violations of the applicable laws and ordinances. The work is performed under general supervision and requires skill and the exercise of independent judgment in handling, seizing and controlling animals.

TYPICAL WORK ACTIVITIES

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;

Informs the owners of the nature of the complaint;

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

Seizes unleashed dogs and unlicensed dogs and impounds the animals at the Town shelter;

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;

Seizes and traps strays, unidentified animals and nuisance wildlife;

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

Provides advice to the public on how to prevent nuisance wildlife from returning;

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

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Skilled in handling animals; Ability to learn and apply state and local laws and ordinances with regards to the licensing and control of animals; Ability to deal tactfully, courteously and firmly with the public; Ability to follow oral and written instructions; Ability to prepare written logs and reports accurately; Physical condition commensurate with the demands of the position.