

ANIMAL CONTROL OFFICER

(Adopted: May 6, 1992)

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a position with peace officer status charged with the responsibilities for carrying out the provisions of New York State Law, DEC regulations and local municipal ordinances dealing with the general control of animals, including their seizure, impoundment and destruction. An incumbent in this class must possess skill in handling animals and be able to operate independently in the field. The work is performed under the general direction of the governing body of the municipality in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Seizes and impounds stray and dangerous animals;
Destroys unclaimed and dangerous animals in accordance with the provisions of the law;
Responds to complaints from the public regarding animal nuisances;
Removes wildlife from problem areas and relocates to a safe area;
Issues appearance summons and arrest warrants and participates in court proceedings including the preparation of reports and providing information, testimony and evidence;
Enforces quarantine laws and orders applicable to animals;
Attempts to locate owners of seized domestic animals;
Tranquilizes uncontrollable animals;
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 animals impounded, returned to owners, sold, destroyed or otherwise disposed of;
Makes reports to the legislative body as required;
May assist in taking a dog census;
Responsible for instituting court actions for violations;
Handles rabies cases within Town (transportation to veterinarian's office or removal).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the laws and regulations dealing with the seizing, impounding and destruction of stray and dangerous animals; good knowledge of the methods and procedures for handling animals; good knowledge of local geography; ability to meet and deal effectively with the public; ability to understand and carry out moderately complex oral and written instructions; ability to maintain records and prepare reports; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Must be at least eighteen (18) years of age upon appointment and must have graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience involving the handling and caring for animals.