

## **ANIMAL CONTROL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for carrying out the provisions of the Agriculture and Markets Law and local municipal ordinances dealing with the general control of dogs and other animals including their seizure, impoundment and disposition. The work is performed under general direction in accordance with established policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Investigates and takes corrective action on all complaints received relating to animals at large and unlicensed dogs and untagged cats; Investigates reports of cruelty to animals; Impounds and delivers to the animal shelter all licensed and unlicensed animals running at large and informs the owner that their animals may be redeemed at the shelter; Returns injured animals to their owners or takes them to the animal shelter; May assist in the conduct of census of animals; Issues summons of violation to owners of animals in violation of the New York State Agriculture and Markets Law and/or municipal codes and regulations; Maintains proper records relating to the investigation and disposition of all complaints and violations of animals-at-large and unlicensed dogs and untagged cats; Prepares reports as required.

**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 and other animals; Good knowledge of the methods and procedures for handling dogs and other 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:** Graduation from high school or possession of a New York State equivalency diploma, and six months experience with animals.

**NOTES:** 1) Eligibility for an appropriate license to operate a motor vehicle; possession at time of appointment.

2) If the position involves the use of firearms, possession of a license to carry firearms is required.

3) Municipalities may require incumbents to undergo specific training/certification following appointment.

Adopted 9/29/98

Revised 11/9/98

Reviewed 10/30/03; 8/7/08; 3/28/13