

DEPARTMENT: ALL CIVIL DIVISIONS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: FEBRUARY 5, 2018

DOG CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible 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 destruction. The work is performed under the general direction of the municipal board in accordance with established policies and procedures. The municipal board may or may not designate the position to be a peace officer. A Dog Control Officer may be assigned to perform related work such as serving as Animal Control Officer; however, any such work not involving the enforcement of provisions of Article 7 of the Agriculture & Markets Law may not be performed as a peace officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Seizes and impounds stray and dangerous dogs;
2. Receives and answers complaints from the public regarding dog nuisances;
3. Attempts to locate owners of seized dogs;
4. Reports sick or injured animals to veterinarian for corrective action;
5. Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, destroyed or otherwise dispose of;
6. Makes reports to the legislative body as required;
7. Assists in taking a dog census;
8. May destroy unclaimed and dangerous dogs in accordance with the provisions of law;
9. May issue appearance summons and participates in court proceedings including the preparation of reports and providing information, testimony and evidence;
10. May enforce quarantine laws and orders applicable to dogs;
11. May investigate reports of cruelty to animals;
12. May be assigned to answer calls from residents regarding non-domestic animal nuisances;
13. May trap and humanely dispose of non-domestic nuisance animals;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws and regulations dealing with the seizing, impounding and destruction of stray and dangerous dogs or other non-domestic animals; 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 moderately complex oral and written instructions; ability to maintain records and prepare reports; tact; courtesy; willingness and availability to respond to calls 24/7; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of a standard ninth grade education.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.

NOTE: Dog Control Officers are appointed in accordance with Article 7 of the New York State Agriculture and Markets Law. It is the responsibility of the appointing authority to adopt appropriate legislation that governs the specific duties that Dog Control Officers are required and permitted to perform in that particular municipality. It is the responsibility of the municipality to ensure that all employees meet the requirements and complete all necessary training in accordance with laws and rules. A local law must be adopted if the Dog Control Officer is designated as a Peace Officer.