

ANIMAL CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving the responsibility for impounding and disposing of stray, unlicensed, nuisance, dangerous or unleashed dogs and other animals. The work is carried out in response to complaints from residents in the municipality, in accordance with the provisions of New York State Law and the local animal ordinance. In addition, the incumbent must work closely with the Dutchess County Health Department in regard to possible rabid animals. An individual in this title enforces state laws pursuant to Article 7 of the New York State Agriculture and Markets Law, including dangerous dog enforcement and prosecution. Court-ordered seizures are initiated and carried out by this office. Incumbent may be in physical danger from the animals to be impounded or in danger of verbal or physical abuse from owners. Work is carried out under the general direction of an administrative employee of higher rank in part through the submission of daily activity reports.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Captures stray dogs and transports to S.P.C.A.;
2. Prepares initial investigative reports on all reported dog bites and assists the Dutchess County Health Department in follow-ups;
3. Responds to sick, injured and/or menacing wildlife calls;
4. Responds to complaints of nuisance or stray animals;
5. Picks up and disposes of dead animals;
6. Picks up injured domestic animals and transports to animal hospital;
7. Investigates reports of animal abuse and cruelty and takes appropriate action;
8. Keeps records for city, state, and SPCA requirements;
9. Keeps records of all animals impounded, sold or destroyed;
10. May use tranquilizer gun, nets and other apparatus to subdue recalcitrant animals;
11. May write out tickets for violation of local animal ordinances;
12. Answers questions in regard to possible rabid animals;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safety practices involved in the handling of dogs and other animals; good knowledge of the care of dogs and other animals; good knowledge of the municipality and its streets; knowledge of principles and practices of community animal control programs including sheltering and euthanasia; ability to deal with persons of uncertain temperament; ability to deal with situations of animal abuse and cruelty; ability to maintain records and complete reports pertaining to inventory and expenses, and; tact; courtesy; physical condition commensurate with the demands of the position.

ANIMAL CONTROL OFFICER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND six (6) months of full-time, paid or volunteer work experience caring for animals in a commercial, governmental or non-profit organization.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver license is required.

NOTE:

Care of one's personal animals (dogs, cats, horses, etc.) is not qualifying experience.

If volunteer experience is used as qualifying experience it must be documented and verifiable, including specific time periods and hours worked.

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REVISED:	03/11/76 (Animal Warden)	06/03/76	06/16/78	10/14/81
	04/08/96	01/24/12		