

ASSISTANT ANIMAL CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work responsible for assisting the Animal Control Officer in a municipality. The work involves impounding and disposing of stray, unlicensed, nuisance and dangerous animals. The incumbent may be in physical danger from the animals or in danger of verbal or physical abuse from owners. The work is carried out under the general direction of the Animal Control Officer.

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. Assists the Animal Control Officer with all animal control activities within a municipality;
2. Assists with animal related programs such as the animal adoption program;
3. Captures stray dogs and transports to specific location;
4. Responds to sick, injured and/or menacing wildlife complaints;
5. Responds to complaints of nuisance or stray animals;
6. Picks up and disposes of dead animals;
7. Assists in record keeping;
8. Answers questions from the public;
9. May write out tickets for violations;
10. May use tranquilizer gun, nets and other apparatus to subdue recalcitrant animals;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of safety practices and procedures used in the handling of dogs and other animals;
Knowledge of the geography of the municipality in order to respond to complaints;
Ability to assist in simple record keeping functions;
Ability to deal with individuals of uncertain temperament;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None required.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment and to maintain position.

CE4304

ADOPTED: 08/04/86

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