

## **DOG CONTROL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is a Public Officer with powers of a peace officer under the Ag and Markets Law, and is charged with the responsibilities 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, adoption and destruction. The work is performed under general supervision, in accordance with established policies and procedures. A Dog Control Officer may be assigned to perform similar duties relative to other animals; however, while performing such other duties, not involving the enforcement of provisions of Article 7 of the Agriculture & Markets Law, the employee may not act as a peace officer. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Seizes and impounds stray and dangerous dogs using animal capture equipment;  
Handles the euthanasia of unclaimed and dangerous dogs in accordance with the provisions of law;  
Receives and answers complaints from the public regarding dog nuisances;  
Issues appearance summons and participates in court proceedings including the preparation of reports and providing information, testimony and evidence;  
Enforces quarantine laws and orders applicable to dogs;  
Attempts to locate owners of seized dogs;  
Investigates reports of cruelty to animals;  
Reports sick or injured animals to veterinarian for corrective action;  
Renders emergency treatment, when necessary;  
Supervises the operations of the animal shelter;  
Feeds, waters and cares for impounded animals, is responsible for shelter services;  
Maintains records of work performed including a record of all animals impounded, redeemed to owners, adopted or otherwise disposed of;  
Institutes court actions for violations of laws and regulations pertaining to dogs;  
Responsible for the cleanliness of the Animal Shelter;  
Works with the State Department of Ag and Markets to meet compliance standards;  
Works with volunteers.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of the laws and regulations dealing with the seizing, impounding and destruction of stray and dangerous dogs; good knowledge of the methods and procedures for handling dogs and other domestic animals; good knowledge of local geography; good knowledge of Article 7 of the Ag and Markets Law ;

good knowledge of the operation of radio equipment; working knowledge of the identification features, temperaments and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships; working knowledge of safety practices in the use of firearms, traps, restraints, poles and tongs; ability to meet and deal effectively with the public, ability to use

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS Cont'd:**

special equipment including snares and animal capture devices; ability to operate computer, including word processing and other software programs, printer, answering machine, telephone, copy and fax machine; ability to understand and carry out moderately complex oral and written instructions; ability to maintain records and prepare reports; tact; courtesy, sound judgment and excellent moral character.

The physical demands and work environment characteristics described here are representative of those that must be met or encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in a variety of outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:**

A. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education;

**OR:**

B. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

**SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State Driver's license. Eligibility for a permit to carry fire arms.

Competitive Class approval 1/1/81

6/19/81 approved non-Competitive 5000 pop only

8/25/87 approved Non-Competitive all divisions

Revised 8/31/93, 2/18/97, 5/7/99, 10/2/02, 7/20/12

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.