

DOG CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for enforcing local ordinances and provisions of the New York State Agriculture and Market Law regarding the control of dogs and the care of seized dogs. The work is performed under the direction of the town board in accordance with established procedures, with leeway provided for the exercise of independent judgement. Supervision may be exercised over a Deputy Dog Control Officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates complaints from the general public about dogs;
Institutes court actions for violation of laws regarding the control of dogs;
Patrols streets in a dog control van in search of stray dogs;
Seizes and transports stray and/or unlicensed dogs;
Locates and notifies owners of seized dogs;
Issues warnings and summonses to the owners of dogs for violations;
Maintains records of seized dogs until their disposition;
Prepares reports for the town board;
May be required to respond to calls after hours;
May appear in court as a representative of the town;
May supervise the work of the Deputy Dog Control Officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Agriculture and Market Law and local ordinances relating to the licensing, seizing, impounding and the keeping of dogs;
Good knowledge of the characteristics and habits of dogs;
Good knowledge of the local geography;
Ability to follow oral and written instructions;
Ability to maintain records;
Ability to be firm yet courteous in dealing with the public;
Willingness to perform work with risk of injury from dogs;
Good judgement;
Dependability;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Possession of the appropriate level Motor Vehicle Operator's License at the time of appointment.

R640 3/25/99

COMPETITIVE