

Civil Division: Towns, Villages  
Jurisdictional Class: Non-Competitive  
EEO Category: Paraprofessional  
Revised: 04/18/11

### **ANIMAL CONTROL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Patrols a municipality for the purpose of enforcing laws and ordinances relating to animals at large and the licensing of dogs, impounding of unlicensed dogs and investigation of complaints relative thereto. This is specialized law enforcement work requiring a knowledge of animals and skill in handling them. Much of the work is performed in the field, so the incumbent should be able to operate on his/her own and attend to situations requiring the use of independent judgement. The duties are performed under general direction, according to standardized procedures. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Patrols the municipality to observe and take corrective action in case of violations of animals at large;  
Investigates and takes corrective action on complaints concerning animals at large and unlicensed dogs;  
Maintains an animal shelter and ensures that dogs are kept clean and fed;  
Impounds unlicensed animals running at large, and in the case of licensed animals, takes them into custody and returns to registered owner;  
Serves summons of violation to registered owners of animals;  
Maintains records relating to the investigation, disposition of complaints, and violations of animals at large and unlicensed dogs;  
Reports sick or injured animals to veterinarian for corrective action;  
Assists in taking dog census.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and procedures in handling dogs and other domestic animals; familiarity with the provisions of applicable State laws governing the licensing and control of dogs and other domestic animals; ability to meet and deal effectively with the public; ability to understand and carry out oral or written directions.

**MINIMUM QUALIFICATIONS:** None required. Experience in handling and caring for pets would be helpful.

**SPECIAL REQUIREMENT:** Eligibility for a Driver's License issued by the State of New York at time of application for appointment; possession of valid license at time of appointment. This license must be maintained throughout appointment.

Title change from "Dog Control Officer": 03/01/90

Revised: 05/07/96, 04/09/97, 04/18/11