

DOG CONTROL OFFICER

LOCATION: Municipalities
CLASSIFICATION: Non-Competitive (P/T only)
SALARY: Varies
ADOPTED: 4/17/85; Revised 8/97, 11/02, 2/04, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the enforcement of various town ordinances and the provisions of the Agriculture and Market Law pertaining to the ownership of dogs, picking up strays and unlicensed dogs and impounding same. The Dog Control Officer has responsibility to institute court actions for violations of laws pertaining to dogs. In addition, the Dog Control Officer cares for dogs impounded, attempts to locate owners, and may arrange for the adoption of dogs. The work is performed under the direction of the Town Board with leeway provided for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Investigates complaints regarding nuisances;
- Enforces dog ordinances and laws and issues summons or warnings to owners for violation;
- Picks up and impounds unlicensed and stray dogs;
- Attempts to locate owners or arranges for adoption of stray dogs;
- May Destroy unclaimed or dangerous dogs;
- Maintains records of dogs impounded and prepares reports for Town Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the laws of the State of New York and town ordinances related to the licensing; seizing, impounding, destroying and keeping of dogs; good knowledge of local geography; ability to follow oral and written instructions; ability to maintain records; ability to be firm yet courteous in dealing with the public; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; OR any equivalent combination of training and experience indicating ability to perform the work.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of a valid New York State Motor Vehicles operator's license.