

ANIMAL CONTROL OFFICER II (OC)
NYS #60-057 RC/EL #22173

Examination to be held **November 5, 2022**; Last filing date **October 12, 2022**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: Town of Clarkstown.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$58,500 annually for a 40-hour workweek with the Town of Clarkstown.

WHAT THE JOB IS LIKE: This position is charged with the responsibility for carrying out the provisions of the Agriculture and Markets Law and any local municipal ordinances dealing with the general control of dogs and/or other animals including their seizure, impoundment and destruction. Employees patrol assigned areas and answer complaints regarding loose or stray animals, mistreatment of animals, rabid animals or other nuisance wildlife. The work is essentially the same as that of an Animal Control Officer I, except nuisance wildlife control duties are required for this position. The work is performed under the general direction of the appointing authority. Employees in this class may be required to work other than normal working hours. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and one (1) year of work experience in animal control or care specifically involving dogs such as an assistant dog warden, assistant dog control officer, a dog trainer, veterinary assistant, kennel worker, etc. Additional experience may be substituted for education on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license appropriate for the vehicle to be operated.
2. Possession of a Nuisance Wildlife Control License issued by the New York State Department of Environmental Conservation within one (1) year of employment which must be maintained throughout the course of employment in this title.
3. The appointing authority shall have the responsibility for verification of the Nuisance Wildlife Control License as well as for ensuring that any additional requirements imposed by Article 11 of Environmental Conservation Law and Article 7 of the Agriculture and Markets Law are met.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. **Name and Number Checking** – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. **Customer Service** – These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
3. **Understanding and Interpreting Written Material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. **Care and Handling of Dogs and Small Animals** – These questions test for knowledge of the symptoms and treatments of common health problems, the food requirements and appropriate techniques and methods used in the care of dogs and small animals, and the identification of different breeds of dogs.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 09/07/2022