

## **DOG CONTROL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** 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 including their seizure, impoundment and destruction. Because of the nature of the work, considerable effort, knowledge and tact must be exercised to resolve interpersonal problems of dog owners and the public. 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.

### **TYPICAL WORK ACTIVITIES:**

Seizes and impounds stray and dangerous dogs;  
Patrols public ways to enforce local ordinances;  
Destroys dangerous dogs in accordance with the provisions of law;  
Enforces quarantine laws and orders applicable to dogs;  
Receives and responds to complaints from the public regarding dog nuisances;  
Resolves problems arising from unknowing or irresponsible animal owners;  
Issues appearance summonses and arrest warrants;  
Participates in court proceedings, prepares reports and provides information, testimony, etc. for cases under prosecution;  
Attempts to locate owners of seized dogs;  
Maintains records of work performed including a record of dogs impounded, returned to owners, destroyed, etc.;  
Maintains good public relations;  
Makes reports to the legislative body as required;  
May prepare time sheets, generate simple reports, etc. (e.g. list of summonses issued).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Article 7 of the Agriculture and Markets Law as well as the rules, regulations and procedures pertaining to it and local laws, ordinances and procedures derived from it; good knowledge of the identifying features, temperaments and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships; good knowledge of local geography; working knowledge of state and federal laws pertaining to animal control; ability to read, comprehend and use good judgment in enforcing the laws and ordinances concerned with the control of dogs; ability to maintain records and make simple reports; ability to deal with people at times of emotional stress.

**MINIMUM QUALIFICATIONS:** 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, dog trainer, veterinary assistant, kennel worker, etc. Additional experience may be substituted for education on a year-for-year basis.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license appropriate for the size and kind of vehicle being operated.

R.C.D.P. (09.13.1991) 10.13.2015 - Job specification may be subject to further revision  
Competitive

01.27.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.