

ANIMAL CONTROL OFFICER

Code No: 4-18-372

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the control and protection of common domestic animals and nuisance wildlife for a Town or Village. Further responsibilities include protection of persons, property, and domestic animals from animal attack and damage. Responsibilities also involve the initiation of court action for violations of the Agricultural and Market Law. The employee reports directly to, and works under the general supervision of, a senior level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Provides assistance to residents regarding domestic animals and nuisance wildlife;

Pursues, captures, and restrains common domestic animals and nuisance wildlife, under routine and stressful conditions;

Handles and transports common domestic animals and nuisance wildlife to impounding, holding areas or to owners;

Initiates court action in the prosecution of violators of state and local regulations regarding domestic animals;

Reports suspected cases of cruelty to animals to the Humane Society of Rochester and Monroe County;

Records dog bite reports and submits copies to County and/or State Health Department as required;

Delivers sick/injured wildlife (other than rabid) to licensed veterinarian;

Testifies in court regarding dog control violations;

Cleans and disinfects equipment and material contaminated by diseased or deceased animals;

Maintains records, reports, and files of animal control activities;

Destroys or arranges for the destruction of animals; arranges for appropriate transport of remains.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Agricultural and Markets Law and other state and local rules, regulations and ordinances regarding the control of common domestic animals and nuisance wildlife; good knowledge of regulation and control procedures for common epizootic diseases; good knowledge of quarantine, rabies and inoculation laws and isolation regulations and procedures; good knowledge of the care, feeding and behavior of common domestic animals and nuisance wildlife, particularly those injured or posing a

significant risk to public health and safety; good knowledge of the methods of cleaning and disinfecting persons and equipment that have been contaminated by diseased or deceased animals; working knowledge of local geography; ability to identify common species of domestic animals and nuisance wildlife, particularly under dangerous and stressful conditions which may call for self-protection; ability to deal effectively with the general public; ability to communicate orally and in writing; ability to prepare accurate reports; ability to establish and maintain records and files of animal control activities; ability to pursue, capture, lift and restrain animals; willingness and ability to work outdoors; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS possession of a New York State Nuisance Wildlife Control license.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: April 13, 1994
REVISED: March 6, 1997
REVISED: September 9, 2010