

## **ANIMAL CONTROL OFFICER AND CODE ENFORCEMENT ASSISTANT**

Code No: 4-09-110  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for investigating reported violations of codes pertaining to land, property, and vehicle use as well as the control and protection of common domestic animals and nuisance wildlife. The employee reports directly to, and works under the general supervision of a Code Compliance Inspector or other higher-level staff member. General supervision is exercised over other support staff. 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;

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

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

Inspects reported violations of codes and ordinances;

Makes on-site investigations to verify complaints;

Issues letters of warning to violators and court appearance summons;

Writes simple reports of incidents for Town court;

Takes photographs of violations.

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

Good knowledge of community relations; 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 the methods, practices and procedures involved in zoning, community planning and code compliance especially as related to land and property use; working knowledge of the legal procedures in code enforcement; working knowledge of local geography; ability to write basic incident reports; 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 create accurate reports; ability to establish and maintain records and files of animal control activities; ability to pursue, capture, lift and restrain animals; 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 two (2) years paid full-time or its part-time equivalent experience in public contact work involving the resolution of complaints.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Nuisance Wildlife Control License.

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:** January 4, 2018