

ASSISTANT ANIMAL CONTROL OFFICER

Code No: 4-18-411

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the control and protection of domestic animals and nuisance wildlife in a Town or Village. The employee reports directly to, and works under the general supervision of, a higher level administrator. Does related work as required.

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

Assists in the impounding and disposal of stray or unlicensed animals;

Assists with patrolling the town in search of unlicensed dogs for impoundment;

Upholds leash law and agricultural and market law in the State of New York;

Assists in the pursuit, capture and restrain of domestic and nuisance wildlife animals;

Assists in keeping records of dogs impounded, sold or destroyed;

Aids in the enforcement of the quarantine laws applicable to animals;

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

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 animal and nuisance wildlife; good knowledge of the methods of cleaning and disinfecting persons and equipment that have been contaminated by diseased or deceased animals; good knowledge of the care, feeding and behavior of common domestic animals and nuisance wildlife; working knowledge of local geography; ability to deal effectively with the general public; ability to communicate effective both orally and in writing; ability to pursue, capture, lift and restrain animals; willingness and ability to work outdoors; tact; good judgement; 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: December 4, 1997

REVISED: September 9, 2010