

## ANIMAL CONTROL OFFICER

101-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for enforcing Article 7 of the Agricultural and Market Law and similar statutory or regulatory requirements relating to animals pursuant to the code of the municipality. Work is performed under general direction with broad leeway for independently performing the majority of the functions of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives, responds to and investigates complaints from the public regarding animal nuisances,  
including rabid animals, stray dogs and/or cats and dog bites;

Enforces laws, rules, regulations and ordinances pertaining to the control of animals;

Transports animals to local animal shelter and feeds and cares for animals at shelter;

Issues appearance tickets, serves summonses and executes orders or other process in the execution of  
the provisions of Article 7 of the Agriculture and Markets Law;

Investigates reports of cruelty to animals;

Assists in taking dog census;

Checks license tags on dogs and ensures that residents provide yearly license for their dogs;

Makes and maintains complete record of any animal seizure and subsequent disposition.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the employing jurisdiction; ability to establish and maintain records relating to job activities; ability and willingness to work with animals; and ability to deal effectively with the public.

MINIMUM QUALIFICATIONS:

Possession of a valid motor vehicle driver's license.

Revised in "Z" Draft on 11/9/06  
Placed in Classplan Book on 11/13.06  
Revised in Classplan: 10/5/2022

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Last Reviewed: 4/14/03  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A