

Jurisdictional Class: Competitive; Non-Competitive in Towns and City of Plattsburgh
Adopted: January 22, 1980
Revised: March 16, 2023

DOG CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a position charged with the responsibilities for carrying out the provisions of the Agriculture and Markets Law and local municipal ordinances dealing with the general control of dogs including their seizure, impoundment, and destruction. An incumbent in this class must possess skill in handling small animals and be able to operate independently in the field. The work is performed under the general direction of the governing body of the municipality in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Seizes and impounds stray and dangerous dogs;
Destroys unclaimed and dangerous dogs in accordance with the provisions of law;
Receives and answers complaints from the public regarding dog nuisances using state statutes and local ordinances and laws as a guide;
Participates in court proceedings, including the preparation of reports and providing information, testimony, and evidence;
Enforces quarantine laws and orders applicable to dogs;
Attempts to locate owners of seized dogs;
Tranquilizes uncontrollable animals;
Assists in investigation of reports of cruelty to animals;
Reports sick or injured animals to veterinarian or law enforcement for corrective action;
Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, destroyed, or otherwise disposed of;
Makes reports to the legislative body as required;
May assist in taking a dog census;
Responsible for forwarding violations to law enforcement for enforcement action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the laws and regulations dealing with the seizing, impounding, and destruction of stray and dangerous dogs;
Good knowledge of the methods and procedures for handling dogs;
Good knowledge of local geography;
Working knowledge of the identification features, temperaments, and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships;
Ability to meet and deal effectively with the public;
Ability to understand and carry out moderately complex oral and written instructions;
Ability to maintain records and prepare reports;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Six (6) months of work experience involving the handling and caring for dogs.

NOTE: Verifiable pertinent volunteer experience can be accepted as work experience as defined in (b) above.

NOTE: If the position requires the operation of a motor vehicle, possession of the appropriate level New York State Driver's license is required at time of appointment.