

Dog Control Officer Tompkins County

Department: Towns of Caroline and Ulysses

Classification: Non-competitive in all Towns. Competitive PJC to NC for all others.

Approved: 11/08/82

Revised: 12/08; 5/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND:**

- (a) One year of work experience involving the handling and caring for dogs or other domestic animals; **OR**
- (b) One year of experience as a law enforcement officer with a police department, sheriff's department or college security department (experience as a guard is not qualifying); **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE:

- (a) If the position involves the operation of a motor vehicles, possession of the appropriate level New York State Driver's license is required at the time of appointment.
- (b) If the position involves the use of firearms, possession of a license to carry firearms is required at the time of appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is 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 employee 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 board of Supervisors in accordance with established policies and procedures. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Seizes and impounds stray and dangerous dogs;
- Handles unclaimed and dangerous dogs in accordance with the provisions of law;
- Receives and answers complaints from the public regarding dog nuisances;
- Issues appearance summons and arrest warrants and 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;
- Investigates reports of cruelty to animals;
- Reports sick or injured animals to veterinarian 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.

KNOWLEDGE, SKILLS, ABILITIES AND 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 and other domestic animals;
- 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 ownership;
- Working knowledge of safety practices in the use of firearms including tranquilizing darts;
- 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;
- Tact, courtesy, and physical condition commensurate with the demands of the position.

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