



Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by YCCSC:	7/7/1981
Revised by PO:	10/4/1995
Revised by PO:	12/7/2007
Revised by PO:	3/6/2021

ANIMAL CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

Responsible for the enforcement of all applicable ordinances and statues relating to the control of animals including their seizure, impoundment and destruction. The employee must possess skill in handling small animals and be able to operate independently in the field when required. Although not a peace officer, previous training is preferred and the individual has appearance ticket issuance authority via local law. The work is performed under the general direction of the Legislature with administrative direction and budget oversight by the Sheriff in accordance with established policy and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May patrol an assigned area of a local municipality, answer animal and dog related complaints, investigating miscellaneous dog incidents (i.e. barking, injuries, sick, mistreated, abandoned and dangerous animals, unlicensed or unleashed dogs) and take call referrals from sheriff or police, and seize stray or unlicensed dogs or animals and transports them to the animal shelter, and may occasionally pickup deceased dogs;

May issue appearance tickets or serve criminal summonses for violations of laws;

Testifies in court in regard to violations of law;

Operate a vehicle equipped for seized or dead animal transportation;

Operate safety and seizure equipment;

Attempts to locate owners of seized dogs;

Take appropriate action including use of a firearm where dog or wild animal is worrying or killing a domestic animal or game;

Interacts with local, state and federal public officers and safety officials, district attorney, and humane society regarding animal control issues;

May investigate reports of cruelty to animals or assist other agencies in same;

May be required tranquilize uncontrollable and dangerous animals;

Investigates reports of animal bites and takes necessary action for control of rabies including assisting the Public Health agency;

Operate and deploys an animal trap, catches, transports, or removes and releases animals;

Transports injured or sick animals to an animal care facility or veterinarian;

Keeps required county and state records and makes reports as required including seizure, release, adoption and destruction records;

Collects appropriate fees for delivery to the county;

May be required to euthanize, assist thereto, or cause euthanasia of unclaimed and dangerous dogs in accordance with the provisions of law;

May, if operating an Animal Control facility be required to humanely house dogs in secure cages provided by the county in a pound licensed and inspected by the NYS Agriculture and Markets agency, and purchase and provide substance and water for the holding period required by law, clean kennel housing area, and if required provide appropriate minimum medical care for said housed dogs;

May, if required provide a means of destruction, burial, cover, or incineration of dogs ordered destroyed, or dogs that our unclaimed and euthanized under the law.

FULL PERFORMANCE KNOWLEDGES, 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 safely and humanely handling dogs and other domestic animals;

Good knowledge of Yates County geography;

Working knowledge of the identification features of animals, especially dogs, temperaments and characteristics of the

breeds and kinds of dogs commonly found in domestic ownerships;
Working knowledge of safety practices in the use of firearms including tranquilizing equipment;
Ability to meet and deal effectively, tactfully, courteously, and firmly with the public;
Ability to follow oral and written instructions;
Willingness to work under adverse weather conditions and report for emergencies;
Ability to operate communication equipment, maintain records and prepare reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a New York registered or regionally accredited college with an Associate's Degree in Animal Science, Animal Behavior, Husbandry, or closely related field; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND two (2) years of experience involving the handling and caring of animals.

SPECIAL REQUIREMENTS:

- a) No criminal history for a conviction of a crime;
- b) Possess a valid NYS carry handgun permit within three (3) months of appointment;
- c) Experience with handling a long gun (rifle or shotgun) preferred but not required;
- d) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.