



# JOB POSTING

## Deputy Dog Control Officer

Minimum Qualifications: See Attached Job Spec

Department: Code

Minimum Salary: \$13.02/hour

Work Schedule: 35 hours per week

If interested, please submit an application in a sealed envelope to the Personnel Office.

Posted 08/03/2020

## DEPUTY DOG CONTROL OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting the Dog Control Officer in enforcing local ordinances and provisions of the New York State Agriculture and Market Law (Article 7) regarding the licensing, identification and control of dogs. The work is performed under the general supervision of the Dog Control Officer and the general direction of the town board in accordance with established procedures, with leeway provided for the exercise of independent judgement. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Assists the Dog Control Officer with the following:

Investigates complaints from the general public about dogs;  
Institutes court actions for violation of laws regarding the control of dogs;  
Patrols streets in a dog control van in search of stray dogs;  
Seizes and transports stray and/or unlicensed dogs;  
Locates and notifies owners of seized dogs;  
Issues warnings and summonses to the owners of dogs for violations;  
Maintains records of seized dogs until their disposition;  
Prepares reports for the town board;  
May be required to respond to calls after hours;  
May appear in court as a representative of the town;  
May act in place of the Dog Control Officer in their absence.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the New York State Agriculture and Market Law and local ordinances relating to the licensing, seizing, impounding and the keeping of dogs;  
Working knowledge of the characteristics and habits of dogs;  
Working knowledge of the local geography;  
Ability to follow oral and written instructions;  
Ability to maintain records;  
Ability to be firm yet courteous in dealing with the public;  
Willingness to perform work with risk of injury from dogs;  
Good judgement;  
Dependability;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

SPECIAL REQUIREMENT: Possession of the appropriate level Motor Vehicle Operator's License at the time of appointment.

R760            03/05/13

COMPETITIVE