



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **DOG CONTROL OFFICER**
Jurisdictional Class: Non-Competitive (*Part-Time)
Civil Division: Towns, Villages
Adoption: CSM 8/13/80
Revised: CSM 03/12/03; 02/08/12

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility 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 disposition. An incumbent in this class must possess skill in handling small animals and be able to operate independently. The work is performed under the general direction in accordance with established policies and procedures.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols for stray dogs;
Seizes and impounds stray and dangerous dogs;
If seized dogs are sick, injured, or diseased, renders emergency treatment and transports them to an appropriate place for medical treatment;
Feeds, waters, and cares for impounded dogs if responsible for shelter services;
Destroys unclaimed and dangerous dogs in accordance with the provisions of law;
Receives and answers complaints from the public regarding dog nuisances;
Enforces quarantine laws and orders applicable to dogs;
Attempts to locate owners of seized dogs;
Investigates reports of cruelty to animals;
May enforce dog licensing laws via summons for court appearance to individuals who refuse to license their dogs;
Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, destroyed, or otherwise disposed of;
Aids in the rescue to trapped, wounded, or hurt dogs;
Does related tasks as required.

FULL PERFORMANCE KNOWLEDGES, 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 and other domestic animals;
Good knowledge of local geography;
Ability to deal with the public;
Ability to understand and follow oral and written instructions;
Ability to maintain simple records and prepare reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Six months experience in handling and caring for dogs and other domestic animals.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a Motor Vehicle Operator's License issued by the State of New York.