

ANIMAL CONTROL OFFICER

The Town of Clifton Park has an opening for a part time Animal Control Officer. The Position requires evenings and weekend assignments. Generally, hours are described below. In addition, the position may be asked to fill in additional evenings or weekends, as needed, and reports to the Director of Animal Control. The position can range from a Grade 3, step 1 thru Grade 3 step 3, and therefore may be compensated at between \$19.71 and \$20.50 per hour, depending upon experience of the successful candidate. The Job description for the position is detailed below.

Hours for the position are typically:

- Typically involve one full day shift per weekend
- Additional shifts of 4 hours, usually 3 or 4 times per week
- On call responsibilities usually include overnight hours after evening shifts
- Major Holidays-as needed, usually divided among part time ACO's

ANIMAL CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town or Village and 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 various animals including the seizure, impoundment, and disposition. 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 Town or Village Officials in accordance with established policies and procedures. This incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Investigates complaints related to small animal annoyances.

Seizes and impounds stray and dangerous dogs.

Receives and answers complaints from the public regarding dog nuisances.

Issues appearance summons and arrests warrants and participants in court proceedings including the preparation including the preparation of reports and providing information, testimony, and evidence.

Enforces local ordinances, quarantine laws and orders applicable to dog licensing and behavior.

Attempts to locate owners of seized dogs.

Tranquilizes uncontrollable animals.

Reports sick or injured animals to veterinarian or corrective action.

Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, transported to shelter, or otherwise disposed of.

Makes reports to the legislative body as required.

May assist in taking dog census.

May patrol school and other areas where dogs and other animals may appear.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of proper methods and procedures in handling dogs and other animals; good knowledge of provisions and of local ordinances and applicable state laws governing the licensing and control of dogs; good knowledge of the geography of the Town or Village; ability to meet and deal effectively with people; ability to deal humanely and effectively with animals; ability to understand and carry out oral and written directions; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of high school equivalency diploma and one year of work experience involving the handling and caring for dogs or other domestic animals; OR

B. Two years of experience involving the handling and caring for dogs or other domestic animals.

SPECIAL REQUIREMENT: Eligible for a motor vehicle operator's license issued by the State of New York at the time of application; possession of a license at the time of appointment.

Interested individuals should apply to Town Supervisor Phil Barrett through Jean Spiegel at, JSpiegel@cliftonpark.org, or at One Town Hall Plaza, Clifton Park, NY 12065

Adopted PO Resolution #95-73

9/20/95