

Notice of Job Opening

Position: **Animal Control Officer**

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: POLICE

Number of Vacancies to be filled: 1

Rate of Pay: \$\$43,687 annually

Schedule: 8:30am – 5pm

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

ANIMAL CONTROL OFFICER
(Formerly Dog Warden)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent 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 disposition, and other animals as prescribed by local law. An incumbent 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 Albany Police Department in accordance with established policies and procedures. Supervision of others is not typical of this class.

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 arrest warrants and participates in court proceedings 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;
- Transports dogs to local animal shelter;
- Investigates reports of cruelty to animals;
- Reports sick or injured animals to veterinarians for corrective action;
- Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, transported to pound or otherwise disposed of;
- Makes reports to the legislative body as required;
- May assist in taking a dog census;
- Patrols schools and other areas where dogs may congregate;
- Drives a City-owned vehicle in the performance of duties;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the laws and regulations dealing with the seizing, impounding and disposition 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 personal computers and office equipment;
- Ability to meet and deal effectively with the public;
- Ability to understand and carry out oral and written instructions;
- Ability to maintain simple records and prepare reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. One (1) year of satisfactory paid or volunteer experience involving the handling and caring for dogs or other domestic animals; **OR**
- B. One (1) year of experience in public contact work
- A.) An equivalent combination of training and experience defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

NOTE:

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

Revised: 10/30/03
07/28/04
01/25/2023