

Job Title: Animal Control Officer Part Time

We are seeking a dependable and compassionate Animal Control Officer to join our team and assist our Full Time Animal Control Officer and Animal Shelter Director. This position is primarily responsible for the daily care, cleaning, and socialization of animals in our facility while helping maintain a safe and sanitary environment, and to assist our animal control officer with other related duties.

Responsibilities

- Clean and sanitize kennels, cages, and animal areas daily
- Feed, water, and monitor animals for health and behavior changes
- Provide exercise, enrichment, and socialization for animals
- Assist with animal handling and restraint when needed
- Launder bedding, wash dishes, and maintain cleanliness throughout the facility
- Follow safety and sanitation procedures at all times
- Communicate concerns regarding animal health or behavior to supervisors
- Assist with general town animal control duties if needed

Qualifications

- Able to lift and carry equipment of various weights.
- Comfortable working with animals of various sizes and temperaments
- Ability to work in a fast-paced environment and handle physical tasks
- Reliable, punctual, and able to work independently and as part of a team
- Animal handling or kennel experience preferred, but willing to train the right candidate

Work Environment

This position involves standing, bending, lifting, cleaning, and working both indoors and outdoors in varying weather conditions.

Schedule

[Part-time]

[Weekends and holidays may be required]

Civil Division: Towns, Villages
Jurisdictional Class: Non-Competitive
EEO Category: Paraprofessional
Revised: 04/18/11

ANIMAL CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Patrols a municipality for the purpose of enforcing laws and ordinances relating to animals at large and the licensing of dogs, impounding of unlicensed dogs and investigation of complaints relative thereto. This is specialized law enforcement work requiring a knowledge of animals and skill in handling them. Much of the work is performed in the field, so the incumbent should be able to operate on his/her own and attend to situations requiring the use of independent judgement. The duties are performed under general direction, according to standardized procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols the municipality to observe and take corrective action in case of violations of animals at large;
Investigates and takes corrective action on complaints concerning animals at large and unlicensed dogs;
Maintains an animal shelter and ensures that dogs are kept clean and fed;
Impounds unlicensed animals running at large, and in the case of licensed animals, takes them into custody and returns to registered owner;
Serves summons of violation to registered owners of animals;
Maintains records relating to the investigation, disposition of complaints, and violations of animals at large and unlicensed dogs;
Reports sick or injured animals to veterinarian for corrective action;
Assists in taking dog census.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods and procedures in handling dogs and other domestic animals; familiarity with the provisions of applicable State laws governing the licensing and control of dogs and other domestic animals; ability to meet and deal effectively with the public; ability to understand and carry out oral or written directions.

MINIMUM QUALIFICATIONS: None required. Experience in handling and caring for pets would be helpful.

SPECIAL REQUIREMENT: Eligibility for a Driver's License issued by the State of New York at time of application for appointment; possession of valid license at time of appointment. This license must be maintained throughout appointment.

Title change from "Dog Control Officer": 03/01/90

Revised: 05/07/96, 04/09/97, 04/18/11