

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ANIMAL/DOG CONTROL OFFICER

TITLE #: 1020

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for enforcing ordinances regulating the control of animals and patrolling the municipality in search of stray animals. Work is performed under the general supervision of the Police Chief or designated supervisor with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols all town and village roads in search of stray animals, catches and impounds them;

Responds to complaints concerning stray animals, lost animals, animal bites, etc;

Feeds and cares for dogs in the town or village kennel;

Assists in taking dog census;

Removes and disposes of dead carcasses along roadways;

Checks license tags on dogs and ensures that residents provide yearly license for their dogs;

Keep records of animals impounded, sold or destroyed;

Issues summons to violators of municipal ordinances pertaining to animal control;

May interview families for placement of unwanted dogs;

May prepare and groom dogs for placement in homes;

May catch nuisance animals such as skunks, raccoons, etc. and transport them appropriately;

Maintains and makes minor repairs to animal control van;

Assists Police Chief or designated supervisor in preparation of yearly animal control budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the municipality; ability and willingness to work with animals; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

Special requirement: Possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

NOTE: When assigned to the Town of Cornwall, Town of Tuxedo, or Town of Wallkill, may assist with parking enforcement and related public safety duties relating to traffic control.

NOTE: Some jurisdictions may require incumbents to possess specific licenses and/or certifications within one (1) year of appointment and maintain said licenses/certifications for the duration of employment.

JURISDICTIONAL CLASSIFICATION: Non-Competitive

REVISED: 6/2/21 AT