



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Animal Control Officer

Sheriff's Department

LAST DATE TO FILE: May 12, 2022 by 4:30pm

SALARY: \$20.78/hr

VACANCY: At the present time, there is one full-time (40 hr per week) opening in the Schuyler County Sheriff's Department. The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed and emailed applications are accepted.** You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

JOB DESCRIPTION: This is a Public Officer position 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 animals including their seizure, impoundment, and destruction. An employee in this class must possess skill in handling small animals. The work is performed under the general direction of the Sheriff or Undersheriff in accordance with established policies and procedures. Employees in this class exercise independent judgment in dealing with individual complaints and seizures while performing within prescribed practices and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Seizes and impounds stray and dangerous dogs and attempts to locate owners;
- Receives, investigates, and answers complaints from the public regarding small animal 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 dogs and other animals;
- Tranquilizes uncontrollable animals;
- Transports dogs to local animal shelter or veterinarian;
- Investigates reports of cruelty to animals;
- Reports sick or injured animals to veterinarian;
- Disposes of designated animals humanely in accordance with the provisions of law;

Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, destroyed or otherwise disposed of;
Attends training courses as required by the Sheriff's office;
Makes reports to the Legislative body as required;
May assist in taking dog census.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws and regulations dealing with the seizing, impounding and destruction of stray and dangerous animals;
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 ownerships;
Working knowledge of safety practices in the use of firearms including tranquilizing darts;
Skill in the handling of dogs and other animals;
Ability to deal courteously, tactfully, and firmly with the public;
Ability to dispose of sick or unclaimed animals in a humane manner;
Ability to understand and carry out moderately complex oral and written instructions;
Ability to maintain records and prepare reports;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School and one year of paid experience involving the care of domestic animals, including dogs, at an established animal shelter, kennel, veterinarian clinic, or other facility or equivalent unpaid experience as outlined above.

SPECIAL REQUIREMENTS:

- a) No criminal history for a conviction of a crime:
- b) Possess a valid NYS carry handgun permit within three (3) months of appointment;
- c) Experience with handling a long gun (rifle or shotgun) preferred by not required;
- d) Possession of a valid New York State driver's license is required at time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

Note: Completion of the New York State Dog Control Officer Education Program, NYS Penal Law Article 35 training and qualification with the issued Sheriff's Office handgun are required within the Probationary period.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

Applications are available at www.schuylercounty.us or the
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105 Ninth St., Unit 21, Watkins Glen, NY 14891
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Date Issued: April 22, 2022