TOWN OF WINDSOR
DOG CONTROL OFFICER - JOB DESCRIPTION

General Statement of Duties:
Enforce local ordinances of the Town and Village of Windsor as well as New York State Agriculture and Market Law regarding the control of dogs and the care of seized dogs. Perform work under the direction of the town board in accordance with established procedures, with the authority to exercise independent judgement. Does all work related to position as required.

Examples of Work:
- Disseminates information to the public, relative to dog ordinances & regulations
- Investigates complaints from the general public about dogs
- Seizes and transports stray and/or unlicensed dogs
- Locates and notifies owners of seized dogs
- Feed and care for impounded dogs as necessary
- Evaluate condition of seized/impounded dogs
- Enforces quarantines and other laws applicable to dogs
- Maintains records of seized dogs as required
- Issues warnings and summonses to the owners of dogs for violations
- Institutes court actions for violation of laws regarding the control of dogs
- May appear in court as a representative of the town
- Prepares reports for the town board
- Respond to calls after hours
- May supervise the work of the Deputy Dog Control Officer
- Assist in dog census

Required Knowledge, Skills and Abilities:
- Good knowledge of the New York State Agriculture and Market Law and local ordinances relating to the licensing, seizing, impounding and keeping of dogs
- Good knowledge of the characteristics and habits of dogs
- Good knowledge of the local geography
- Ability to follow oral and written instructions
- Ability to maintain records
- Ability to be firm yet courteous in dealing with the public
- Willingness to perform work with risk of injury from dogs
- Ability to get along with the public (judgement & tact)
- Dependability
- Physical condition commensurate with the demands of the position

Required Qualifications, Experience and/or Training:
- Valid Driver's License
- High school education plus one year of experience involving contact with the public
- Any equivalent combination of experience and/or training sufficient to indicate the ability to do the work
- Windsor resident preferred but not required

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