

# TOWN OF NANTICOKE

C/O TOWN HALL  
STAR ROUTE  
MAINE, N. Y. 13802

## DOG CONTROL OFFICER'S JOB DESCRIPTION & RESPONSIBILITIES FOR THE TOWN OF NANTICOKE

### 1. COURTESY:

A. Requires emotional control in dealing with the general public.

B. Requires even temperment and the ability to speak, read, write and understand.

C. Requires emotional control and adaptability to deal effectively with a variety of dog and human temperaments, including those of a high strung and aggressive nature which may call for self protection.

### 2. RECORDS OF TRAVEL VOUCHERS ARE TO BE KEPT.

### 3. SIGNATURE OF PERSONS BEING INTERVIEWED AT THE TIME OF A CENSUS WHICH WILL DESIGNATE PROOF OF CONTACT.

### 4. DUTIES:

Captures, apprehends, restrains and transports dogs to impounding, holding area or to the owners.

Acknowledges dog complaints, investigates and takes appropriate action using the state statutes and county, city, town or village ordinances and laws as a guide.

If seized dogs are sick, injured or diseased, render emergency treatment, and transports them to appropriate place for medical treatment.

Feeds, waters and cares for impounded dogs if responsible for shelter services.

Prepares and maintains reports required by local or state law.

Takes necessary action, as deemed appropriate in the prosecution of violators of the village, town, county and state laws pertaining to dogs.

Assists in finding suitable homes for properly licensed unwanted dogs and adoptees for unredeemed, seized dogs.

Aids in the rescue of trapped, wounded or hurt dogs.

Controls, by proper restraint, the aggressiveness of dogs, when handling such dogs.

Requisitions supplies and equipment through appropriate sources.

Prepare, consolidate and review reports of action taken and make recommendations to Supervisor and Animal Control Council measures for the control of dogs in the County, City, Town of Village.

### SKILLS AND KNOWLEDGE

Should know the nature of dogs and be able to identify several breeds.

Should know cause, prevention and control of communicable diseases in dogs, particularly those of rabies, canine distemper, mange, worms, etc.

Should know methods of crating, houseing and transporting dogs and

the humane handling of sick and injured dogs.

To be able to perform duties with little or no supervision.

To know state, county, city, town and village laws in seizure, care and housing of animals.

To know quarantine, rabies and inoculation laws and isolation regulations and procedures.

## 6. PHYSICAL REQUIREMENTS

A. requires good vision (near and far)

B. requires one to be able to drive and to walk long distances.

7. Requires good judgement and attention to detail in care and treatment of dogs.

8. Requires dog control officer to keep a log of all calls, appointments, or other activities.