



JOB POSTING – DOG CONTROL OFFICER

The Town of Black Brook is seeking qualified applicants for the position of Dog Control Officer. This position is responsible for enforcing the provisions of the New York State Agriculture and Markets Law and local municipal ordinances related to the general control of dogs, including their seizure, impoundment, and, when necessary, humane destruction.

The successful candidate must demonstrate strong skills in handling small animals and be able to work independently in the field. The position operates under the general direction of the Town Board and in accordance with established policies and procedures.

DISTINGUISHING FEATURES OF THE POSITION

The Dog Control Officer is charged with the responsibility of enforcing state and local laws regarding dogs. Duties include seizing, impounding, investigating complaints, and maintaining accurate records. The work requires sound judgment, strong communication skills, and the ability to interact effectively with the public.

TYPICAL WORK ACTIVITIES (Illustrative Only)

- Seizes and impounds stray and dangerous dogs.
- Destroys unclaimed or dangerous dogs in accordance with applicable laws.
- Receives and responds to public complaints regarding dog nuisances.
- Participates in court proceedings, including preparing reports and providing testimony.
- Enforces quarantine laws and orders related to dogs.
- Attempts to locate owners of seized dogs.
- Tranquilizes uncontrollable animals as needed.
- Assists in investigations of animal cruelty.
- Reports sick or injured animals to veterinarians or law enforcement.

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- Maintains records of all dogs seized, impounded, returned to owners, sold, destroyed, or otherwise disposed of.
- Prepares and submits reports to the Town Board.
- May assist in conducting a dog census.
- Forwards violations to law enforcement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS

- Good knowledge of laws and regulations regarding dog control.
- Good knowledge of dog-handling procedures.
- Good knowledge of local geography.
- Working knowledge of common dog breeds and temperaments.
- Ability to work effectively with the public.
- Ability to follow oral and written instructions.
- Ability to maintain detailed records and prepare accurate reports.
- Sound judgment.

MINIMUM QUALIFICATIONS

Candidates must meet one of the following:

- (a) Graduation from high school or possession of a high school equivalency diploma; OR
- (b) Six months of paid or verifiable volunteer experience involving the handling and care of dogs.

NOTE: A valid New York State Driver's License is required if the position involves operating a motor vehicle.

HOW TO APPLY (DEADLINE TO APPLY IS DECEMBER 5, 2025)

Interested applicants should submit a letter of interest and résumé to:

Town of Black Brook
Attn: Town Supervisor's Office
P.O. Box 715
Au Sable Forks, NY 12912

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