



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Dog Control Officer	Job Category:	Appointed
Department/Group:	Dog Control	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	3/ \$4140.00 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		

Applications Accepted By:

Fax or E-mail:

(518)794-9694

townclerk@townofnewlebanon.com

Subject Line: Job Application

Attention: Town Board

Mail:

NL Town Clerk

P.O. Box 328

New Lebanon, NY 12125

Job Description

Role and Responsibilities

1. Every dog control officer shall have the power to issue an appearance ticket pursuant to section 150.20 of the criminal procedure law to serve a summons and to serve and execute any other order or process in the execution of the provisions of this article. In addition any dog control officer or any peace officer when acting pursuant to his special duties or police officer who is authorized by a municipality to assist in the enforcement of this article may serve any process including an appearance ticket and a uniform appearance ticket and simplified information related to any proceeding whether criminal or civil in nature undertaken in accord with the provisions of this article or any local law or ordinance promulgated pursuant thereto
2. Every dog control officer peace officer when acting pursuant to his special duties or police officer shall promptly make and maintain a complete record of any seizure and subsequent disposition of any dog Such record shall include but not be limited to a description of the dog the date and hour of seizure the official identification number of such dog if any the location where seized the reason for seizure and the owner's name and address if known
3. Every dog control officer shall file and maintain such records for not less than three years following the creation of such record and shall make such reports available to the commissioner upon request
4. The governing body of any municipality in which licenses are issued may either individually or in cooperation with other municipal entities require its dog control officer or animal control officer or any other authorized agent to ascertain and list the names of all persons in the municipality owning or harboring dogs or in lieu thereof such municipality may contract to have the same done

Source: <https://www.nysenate.gov/legislation/laws/AGM/113>

Qualifications and Education Requirements



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	