

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

ANIMAL CONTROL/ PARKING

ENFORCEMENT OFFICER

Salary: \$40,250 - \$44,659

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This is a position exists in the Department of Public Safety, Bureau of Police and is 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 various animals including the seizure, impoundment and disposition. An incumbent in this position also has the responsibility to make routine foot and motorized patrols for enforcing parking regulations and issuing tickets for violations in accordance with City ordinances. An employee in this class must possess skill in handling small animals and be able to operate independently in the field and be able to work extensive out of doors exposed to varying weather conditions. The work is performed under the general supervision of the Police Chief and Commissioner of Public Safety in accordance with established policies and procedures and with direction received from a ranking Police Officer in the Police Department. Supervision over the work of others is NOT a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

WHEN ENGAGED IN ANIMAL CONTROL ACTIVITIES:

Investigates complaints related to small animal annoyances;
Seizes and impounds stray and dangerous dogs;
Receives and answer complaints from the public regarding dog nuisances;
Issues appearance summons and arrests 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 dog licensing and behavior;
Attempts to locate owners of seized dogs;
Tranquilizes uncontrollable animals;
Transport dogs to local animal shelter;
Investigates reports of cruelty to animals;
Reports sick or injured animals to veterinarian for corrective action;
Maintains records of work performed including a record of all dogs impounded, returned to owner, sold, transported to pound, or otherwise disposed of;
Makes reports to the legislative body as required;
May assist in taking a dog census;
Patrols schools and other areas where dogs and other animals may appear;
Responsibility for picking up and properly disposing small animal carcasses.

WHEN ENGAGED IN PARKING ENFORCEMENT ACTIVITIES:

Walks or drives on assigned routes and check street and parking lot areas to detect parking ordinance violators;
Tour assigned areas to determine time duration of parked cars, marks parked cars for time check and issues appearance tickets to offenders for illegal and overtime parking;
Advises drivers tactfully as to reasons of issuance of parking violation tickets;
Provides information to the public concerning location of public and private parking facilities;
May be required to appear in court, on occasion, regarding parking violations and summonses;
Keep a variety of simple records and prepares reports related to the work.

ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of proper methods and procedures in handling dogs and other animals; good knowledge of the provisions of local ordinances and applicable state laws governing the licensing and control of dogs; good knowledge of the Motor Vehicle Law and Local Ordinances as they relate to parking violations; good knowledge of the geography of the City and locations of public and private parking facilities; ability to deal with the public and express oneself clearly and concisely; ability to deal humanely and effectively with animals; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; ability to walk and stand for extended periods of time; ability to use good judgment in the parking enforcement field; ability to understand and interpret legal passages; willingness to work out of doors; occasionally under adverse weather conditions; mental and physical alertness; ability to get along well with others under stressful conditions; sound social and general intelligence; working knowledge of first-aid methods; integrity; neatness of appearance; trustworthy; excellent moral character; tact courtesy. physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from High School or possession of a High School Equivalency Diploma issued by the New York State Department of Education; OR

(B) Two (2) years of experience involving the custody and care of prisoners confined to a prison or jail; OR

(C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must be eligible for the appropriate class New York State Driver's License and have possession of a valid license at the time of appointment. Possession of a valid license throughout employment in accordance with Chapter 60 Part E of the New York State Vehicle and Traffic Laws.

The incumbent is also required to be properly vaccinated and maintain proper vaccinations; especially the rabies vaccine.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Department of Public Safety, Bureau of Police at (315) 223-3445.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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