

**DOG ENUMERATOR - PART TIME**

**TOMPKINS COUNTY**

Department In All Towns  
Classification EX for PT positions in Towns,  
PJC for FT or other locations  
Labor Grade \_\_\_\_\_  
Approved \_\_\_\_\_  
Revised 7/05  
By HH: Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

This position charged with the responsibilities for carrying out the provisions of the Agriculture and Markets Law and local municipal ordinances dealing with conducting a periodic census of the dogs in a municipality. An employee in this class must be able to operate independently while conducting a census in the field. The work is performed under the general direction of the Town Supervisor in accordance with established municipal policies and procedures. The incumbent will perform all related work as required.

**TYPICAL WORK ACTIVITIES:**

Conducts a periodic census of dogs in a municipality;  
Maintains records of work performed particularly records of all dogs enumerated;  
Provides periodic reports to the Town or Village listing the counts of animals;  
Reports sick or injured animals to the municipality and/or the SPCA for corrective action;  
Makes reports to the legislative body as required;  
May investigate reports of cruelty to animals;  
May investigate complaints from the public regarding dog nuisances;  
May assist with seizing and impounding stray and dangerous dogs;  
May participate in court proceedings including the preparation of reports and providing information, testimony and evidence;

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the State and local laws and regulations dealing with enumerating dogs;  
Good knowledge of the methods and procedures for handling dogs and other domestic animals;  
Good knowledge of local geography;  
Working knowledge of the identification features, temperaments and characteristics of the breeds and kinds of dogs commonly found in domestic ownership;  
Ability to meet and deal effectively with the public;  
Ability to understand and carry out oral and written instructions;  
Ability to maintain records and prepare reports;  
Tact, courtesy, and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** There are no minimum qualifications for this position.

**SPECIAL REQUIREMENT:**

- (a) Possession of a valid operator's license is required at the time of appointment and maintenance of such license for the duration of employment.