

COMMUNITY SERVICE WORKER/ANIMAL WARDEN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Police (or his/her designee), an incumbent of this class is responsible for relieving police personnel of basic, routine assignments by performing a wide variety of public safety assignments (i.e., foot/vehicle patrols, issuance of parking tickets, investigation of animal or code complaints, directing vehicular/pedestrian traffic). In addition, the incumbent is responsible for impounding and disposing of stray and/or unlicensed animals and assisting in taking the annual dog census. This is a uniformed, unarmed, paraprofessional, civilian position lacking the police officer's authority to make arrests. Community Service Worker/Animal Warden is required to exercise independent judgement in performing their duties in conformance with established laws, rules and regulations. On the job training is provided by police personnel. Supervision is not normally a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

WHEN ASSIGNED COMMUNITY SERVICE WORKER DUTIES:

Patrols assigned area on foot or by vehicle;

Makes observations and reports suspected criminal activities to police personnel;

Investigates, provides services and completes reports on areas covered by ordinance such as: missing or injured persons, property damage and hazardous conditions, trash, garbage and refuse complaints, lost and found property, animal complaints, abandoned vehicles;

Enforces the provisions of parking and general ordinances and issues summonses for violations;

Schedules and performs all follow-up functions to gain compliance with appropriate Village codes and ordinances;

Directs and controls pedestrian and vehicular traffic at assigned locations, including school crossing guard and parade detail assignments;

May operate an emergency communications switchboard or monitor burglar or fire alarm receiver units, and transmits information received to proper authority;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (continued):

WHEN ASSIGNED ANIMAL WARDEN DUTIES:

Enforces statutes for regulations of licensing, ownership and animal control;

Patrols an assigned area to locate and capture or remove stray, dangerous, dead, and sick or injured animals;

Examines dog licenses for validity and may issue warning or summons to delinquent owners;

Coordinates animal control activities and/or policies with various county and local agencies;

May attend meetings with local humane societies and animal welfare agencies;

Catches and impounds unlicensed and/or stray animals;

Enforces quarantine laws applicable to dogs;

Keeps records of dogs, cats, etc., impounded, sold or destroyed.

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES: Good knowledge of the geography of the community; ability to follow oral and written directions; ability to learn applicable laws, rules and regulations; ability to speak clearly and concisely; ability to act quickly and calmly in an emergency; ability to acquire a thorough knowledge of an emergency communications system; ability to operate a motor vehicle; ability to handle animals; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; discretion; patience; alertness; reliability; firmness; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience where the position involved enforcing laws and ordinances.

SUBSTITUTION: Satisfactory completion of 30 college credits* toward a degree in Criminal Justice, Law Enforcement or a related field may be substituted for the one (1) year of the experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE 2: Appointees may be required to meet the requirements of the Security Guard Act of 1993.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

Towns, Villages
Cities of Rye & Peekskill
J.C.: Competitive
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Job Class Code: 0137