



CITY OF BEACON  
One Municipal Plaza  
Beacon, NY 12508  
845.838.5000  
[www.BeaconNY.gov](http://www.BeaconNY.gov)

**\*\*\*JOB ANNOUNCEMENT\*\*\***

The City of Beacon is accepting applications for **one (1) Animal Control Officer** in the **Clerks Department**

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND six (6) months of full-time, paid or volunteer work experience caring for animals in a commercial, governmental or non-profit organization.

**PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of safety practices involved in the handling of dogs and other animals; good knowledge of the care of dogs and other animals; good knowledge of the municipality and its streets; knowledge of principles and practices of community animal control programs including sheltering and euthanasia; ability to deal with persons of uncertain temperament; ability to deal with situations of animal abuse and cruelty; ability to maintain records and complete reports pertaining to inventory and expenses, and; tact; courtesy; physical condition commensurate with the demands of the position.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

- Captures stray dogs and transports to S.P.C.A.;
- Prepares initial investigative reports on all reported dog bites and assists the Dutchess County Health Department in follow-ups;
- Responds to sick, injured and/or menacing wildlife calls;
- Responds to complaints of nuisance or stray animals;
- Picks up and disposes of dead animals;
- Picks up injured domestic animals and transports to animal hospital;
- Investigates reports of animal abuse and cruelty and takes appropriate action;
- Keeps records for city, state, and SPCA requirements;
- Keeps records of all animals impounded, sold or destroyed;
- May use tranquilizer gun, nets and other apparatus to subdue recalcitrant animals;
- May write out tickets for violation of local animal ordinances;
- Answers questions in regard to possible rabid animals;

**SALARY/HOURS:** **\$40 per hour** (work is performed as needed when called in by the City Clerk or Police Department)

**APPLY AT:** The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at [HR@BeaconNY.gov](mailto:HR@BeaconNY.gov)

*This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodations for qualified individuals, if requested.*

**The City of Beacon is an Equal Opportunity Employer M/F/V/H**