

**TOWN OF BERNE
NOTICE OF JOB OPENING**

ANIMAL CONTROL OFFICER / DOG CONTROL OFFICER

The **Town of Berne** is seeking a responsible and dependable individual to serve as the Town's **Animal Control Officer / Dog Control Officer**.

This is an **on-call, part-time position** responsible for responding to animal-control matters within the Town of Berne and enforcing applicable Town and New York State laws.

DUTIES AND RESPONSIBILITIES

- Enforce **Section 75 of the Town of Berne Town Code** and other applicable provisions relating to animal control.
- Enforce applicable provisions of **New York State Agriculture & Markets Law**, including laws relating to the licensing, identification and control of dogs.
- Respond to complaints involving stray, loose, unlicensed, nuisance, or dangerous dogs and other animal-control matters.
- Investigate animal-control complaints and take appropriate action in accordance with Town Code and New York State law.
- Assist with the **licensing of dogs within the Town of Berne**, including verification of licensing and rabies vaccination information, as authorized by and under the supervision of the Town Clerk.
- Enforce New York State dog licensing requirements and identify unlicensed dogs.
- Seize and impound dogs when authorized or required by applicable law.
- Coordinate with animal shelters, veterinarians, law enforcement agencies, the Town Clerk, and other appropriate agencies.
- Maintain accurate records of complaints, investigations, seizures, impoundments, dispositions, licenses, and other required activities.
- Issue appearance tickets, summonses, or other lawful process when authorized under applicable law.
- Respond to animal-control calls on an **on-call basis**, including outside normal Town Hall business hours when necessary.
- Appear in court or assist with enforcement proceedings when required.
- Perform other animal-control duties as directed by the Town Board.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age.
- Must possess a valid New York State driver's license.
- Must be able to respond to animal-control calls within a reasonable period of time.
- Must be capable of safely handling and restraining dogs and other domestic animals.

- Must be able to communicate effectively with residents, Town officials, law enforcement, veterinarians, shelters, and other agencies.
- Must be able to maintain accurate records and complete required reports.
- Must be willing to obtain and maintain any training or certifications required by New York State or the Town.

PREFERRED QUALIFICATIONS

- Prior animal control, dog control, animal shelter, veterinary, law enforcement, or related experience.
- Knowledge of New York State Agriculture & Markets Law.
- Experience handling dogs and other domestic animals.
- Familiarity with dog licensing, rabies vaccination requirements, animal seizure and impoundment procedures, and dangerous-dog complaints.

POSITION INFORMATION

Position: Animal Control Officer / Dog Control Officer

Department: Town of Berne

Status: Part-Time / On-Call

Reports To: Town Board

Pay Rate: \$21.50 per hour

Budgeted Hours: Approximately 4.75 hours per week

Annual Budget(2026) : \$5,311

Work Schedule: On-call; hours will vary based upon complaints and animal-control needs

The approximately 4.75 hours per week represents the **budgeted average for the position and does not constitute a guarantee of a minimum number of hours per week**. Actual hours will depend upon animal-control calls, complaints, investigations, enforcement activities, and other duties assigned.

The Animal Control Officer shall perform all duties in accordance with the **Town of Berne Town Code, New York State Agriculture & Markets Law, applicable Town policies, and direction of the Town Board.**

HOW TO APPLY

Interested applicants should submit a resume and letter of interest to

Town of Berne

Attn: Town Clerk

1656 Helderberg Trail/ PO Box 57

Berne, NY 12023

Email: clerk@berneny.gov

The Town of Berne is an Equal Opportunity Employer.