

**MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK
OPEN-COMPETITIVE EXAMINATION
FOR
DOG CONTROL OFFICER**

LAST DAY FOR FILING:
SEPTEMBER 12, 2017

DATE OF EXAMINATION:
OCTOBER 14, 2017

Exam No. 61-857

FILING FEE: A \$15.00 filing fee must accompany your application.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport.

SALARY: Will Vary

DUTIES: The work involves responsibility for enforcing the City of Lockport animal ordinance (Chapter 55 of the City /code) and Article seven (7) of the New York State Agriculture and Market Law. The exercise of independent judgment in emergency or unusual situations may be necessary on occasion. This is not a "police" position in that the incumbent does not have the power of arrest but may bring an action against any person who has committed any violation of Chapter 55 of the City Code or Article Seven of the Agriculture and Market Law an does not carry a firearm. General supervision is received from the City Clerk.

**SUBJECT OF
EXAMINATION:**

1. Care and Handling of Dogs and Small Animals

These questions test for knowledge of the symptoms and treatments of common health problems, the food requirements and appropriate techniques and methods used in the care of dogs and small animals, and the identification of different breeds of dogs.

2. Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

3. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

**MINIMUM
QUALIFICATIONS:**

1. Graduation from high school or possession of a high school equivalency diploma and two (2) years experience as a dog control officer; **OR**
2. Four (4) years as a dog trainer, veterinarian technician, or closely related field and able to handle a wide variety of dogs and their temperaments.

**SPECIAL
REQUIREMENTS:**

Possession of a valid New York State driver's license at and during time of appointment.

CALCULATORS ARE ALLOWED FOR THIS EXAMINATION

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books and other reference material is prohibited.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.