

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**



ANIMAL CONTROL OFFICER – Gr. 20

EXAMINATION NO: 67-002

EXAMINATION DATE: March 17, 2012

SALARY: Entry FT: \$44,325
PT: \$16.30/hr

LAST FILING DATE: February 16, 2012

APPLICATION FEE: A fee of \$35.00 (thirty-five dollars) is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

VACANCIES: The eligible list resulting from this examination may be used to fill vacancies for the position of Animal Control Officer as they occur in the Town of Colonie Police Dept.

DESCRIPTION OF POSITION: The work involves the carrying out of provisions of the Agriculture and Markets Law and Town Laws as they relate to the general control of dogs including seizure and impoundment. While the work is performed under the general supervision of a member of the Police Department, incumbents are required to exercise independent judgment in the performance of duties. Animal Control Officers may be assigned similar tasks in connection with other animals, however, only those duties involving the enforcement of the provisions of Article 7 of the Agriculture and Markets Law. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school plus one (1) year of full time paid experience or its part time voluntary equivalent involving the handling and caring of dogs or other domestic animals. Note: Additional work experience of any type may be substituted for education on a year for year basis. *Special Requirements:* Possession of a valid NYS driver's license; *Public Officer Requirements:* 18 years of age; citizen of the US; resident of the Town of Colonie.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Care and handling of dogs and small animals.** These questions are designed to test the candidate's knowledge of simple disease symptoms and treatments, identification of different breeds, food requirements and the appropriate techniques and methods used in the care of dogs and small animals.
2. **Clerical aptitude and form completion.** These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters and in transposing to a standardized form. This subtest consists of two parts:
Part 1 – The candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count is required.
Part 2 – The candidate is required to read a short, descriptive paragraph and then study a standard

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report form. The completion of this form is dependent upon the accurate transfer of information between the paragraph and the form. Some of the questions may require the candidate to determine whether or not portions of the form have been filled in completely and accurately. Other questions may require the candidate to fill in designated portions of the form using the information contained in the paragraph. The ability to read and accurately transcribe information is required. Knowledge of particular forms is not required.

3. **Following directions (maps).** These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
4. **Understanding and interpreting written material.** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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.

Use of calculators is allowed

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Service Rules and Regulations dealing with the rating of the examinations will apply to this test.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing addr: PO Box 508), Newtonville, NY 12128-0508 – Telephone 783-2721 or via the internet at www.colonie.org (Civil Service Dept) where applications can be downloaded from the Civil Service web site.

Michael M. Burick
Personnel Officer
Town of Colonie
January 17, 2012

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER