

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

109 N. Main Street
Oneida, NY 13421
jkaiser@oneidacityny.gov
315-363-2022

NOTICE OF OPEN POSITION

Community Service Officer

This position is a tested position in the Competitive class (*provisional appointment*) paid at \$20.74 per hour that may be responsible for any of the following:

DISTINGUISHING FEATURES OF THE CLASS:

Assists police officers by performing routine duties that do not require arrest powers. Incumbents in this class are trained in laws, procedures, and techniques to the extent required to perform limited support functions. These functions typically involve assignments in the Patrol and Animal Control Units of the Police Department. Work is performed under general supervision of a Police Officer or Sergeant in accordance with established laws, rules, procedures and policies.

TYPICAL WORK ACTIVITIES:

PATROL UNIT:

- Issues parking tickets for obvious violations;
- Assists police officers at the scene of automobile accidents, fire calls, and other incidents or special events by directing traffic or maintaining crowd control;
- May complete standard reports of minor property damage accidents;
- May summon assistance for sick or injured persons;
- May act as school crossing guard, directing traffic at crosswalks near schools, pool, or playgrounds;
- May complete appropriate reports as required by agency procedures and policy
- Handles vehicle and residential lockout complaints;
- Conducts proactive patrol seeking parking and other municipal code violations;
- Conducts investigations and takes appropriate action regarding code violations/complaints, including interviewing complainants, witnesses, and other subjects;
- Utilizes designated records management system to complete reports and research information;
- Handles non-emergency calls and may assist with other calls as directed by police;
- May perform any other police department related task as directed

ANIMAL CONTROL UNIT:

- Acts as the dog enumeration officer;
- Patrols assigned areas in a designated department vehicle to monitor for and enforce animal control ordinances, including animal-at-large and dog licensing regulations.
- Responds to complaints involving animals-at-large, nuisance animals, unlicensed dogs, and related violations; investigates incidents and initiates appropriate enforcement or corrective action.
- Impounds and delivers all unlicensed dogs running at large to animal shelter;
- Takes licensed dogs into custody and returns to registered owner;
- Issues summons of violation to registered owners of animals in violation of City laws and ordinances;
- Initiates court actions for violations, with assistance;
- Maintains proper records relating to the investigation and disposition of all complaints and violations of the animal-at-large and unlicensed dog laws or ordinances;
- May take dog census;
- Reports sick or injured animals to veterinarians to City officials for corrective action;
- Addresses wild animal complaint;
- Conducts comprehensive investigations of animal-related complaints, including cruelty cases, dog bites, and other public safety concerns; performs follow-up investigations as necessary to ensure compliance and resolution.
- Performs clerical and other office-related tasks necessary to the job function;
- Coordinates with other City departments and assists with certain city processing requirements (i.e. chicken coops) as required;
- Maintains all animal control equipment, vehicles, and supplies in accordance with New York State Agriculture and Markets Law and applicable department policies.
- Coordinates with New York State Agriculture and Markets inspectors to ensure the department's animal control certifications, equipment standards, and operational practices remain in compliance with state regulations.
- Works in collaboration with local and state Departments of Health during animal bite investigations, ensuring proper quarantine procedures, reporting, and ensuring public health protocols are followed

ORDINANCE ENFORCEMENT:

- Investigates violations of City ordinances regarding junk vehicles and garbage;
- Serves warning notices and checks for compliance;
- Prepares dispositions and information (summons serving performed by police officers);
- Works closely with codes officer and housing inspector as required or requested;
- Secures found property that comes in during his shift, and issues appropriate property receipts and completes required reports.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, AILITIES AND CHARACTERISTICS:

- Familiarity with the provisions of local ordinances and applicable State laws governing the licensing and control of dogs;

- Ability to meet and deal effectively with people;
- Working knowledge of the geography of the City;
- Ability to learn and comprehend applicable laws, ordinances, regulations and police procedures, and enforce them with firmness and tact;
- Ability to adhere to and follow prescribed procedures;
- Ability to understand and carry out oral and written instructions;
- Ability to work outdoors in unfavorable weather conditions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a general equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a motor vehicle operator's license issued by the State of New York at the time of appointment.

Candidates are subject to a background investigation, including a fingerprint-based background check.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission

Posted: 07/14/2025