

FULL-TIME DEPUTY DOG WARDEN

EDUCATION/EXPERIENCE/CERTIFICATIONS: High School Diploma or GED, able to perform heavy lifting, computer, radio and landline communication skills. Certifications in euthanasia, chemical and mobilization training, helpful but not required.

JOB REQUIREMENTS: Patrols county and searches for stray or unwanted animals; picks up stray animals and delivers to county shelter; investigates animal claims and dog kill claims, issues citations, maintains records and prepares reports; completes correspondence to animal owners and required statements to accompany written citations; appears in court on related citations and subpoenas and performs other related duties as required.

KNOWLEDGE OF: County agency policies and procedures; Ohio animal laws; animal behavior; methods, material, and equipment used to capture stray animals.

SKILLED IN: Operating materials and equipment used in controlling animals.

ABILITY TO: Follow general directions; develop and maintain effective working relationships with public officials, associates, and general public; handle stray animals; draft routine correspondence; maintain accurate records; maintain general upkeep of county vehicle and radios.

Salary range: \$17.00 per hour.

Resumes will be accepted by mail, fax or email until 4:30 p.m., July 13, 2024.

Send to: Brad Cosenza, Ross County Administrator
2 N. Paint Street, Suite H,
Chillicothe, Ohio 45601

Fax: 740 774-1602

Email to: cathyprimer@rosscountyohio.gov

PLEASE NO PHONE CALLS !!!!!!!

A full description of the position is also posted on the Ross County Commissioners website which may be accessed at: <http://www.rosscountycommissioners.com> after entering the web site, go to t link Ross County Commissioners and click on "Legal Notice."

ROSS COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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| | | | |
|-------------------|------------------------|-----------------------|-------------------|
| Agency: | Board of Commissioners | Employee Name: | |
| Position Title: | Deputy Dog Warden | Class Title: | Deputy Dog Warden |
| Position Number: | | Class Number: | 09211 |
| Dept/Div.: | Dog Warden | Civil Service Status: | Unclassified |
| Reports to: | Dog Warden | Employment Status: | Part-time |
| Pos. # of Supvr.: | | | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

- 50% (1) Patrols county and searches for stray or unwanted animals; picks up stray animals and delivers them to county-operated boarding facilities or contractual shelters; investigates animal claims and dog kill claims, issues citations to persons found in violation of appropriate laws concerning control of animals.
- 40 % (2) Maintains records and prepares reports (e.g., activity reports, time sheets, log book activities); completes correspondence to animal owners and required statements to accompany written citations; appears in court on related citations and subpoenas; completes requisitions and maintains inventory of materials and supplies required by agency.
- (3) Maintains required licensees.
- (4) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 10 % (5) Performs other related duties as required.

POSITIONS SUPERVISED:

None

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: County agency policies and procedures; * Ohio animal laws; animal behavior; methods, and equipment used to capture stray animals; inventory control; basic maintenance repair work.

Skill in: operating materials and equipment used in controlling animals.

Ability to: follow general directions; develop and maintain effective working relationships with public officials, associates, and general public; handle stray animals; draft routine correspondence; maintain accurate records; maintain general upkeep of county vehicle and radios.

EQUIPMENT OPERATED: Truck – Dart Pistol- Catch Pole - Radios

HAZARDOUS AND PHYSICALLY DEMANDING WORK CONDITIONS INHERENT IN THIS POSITION:

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QUALIFICATIONS: Any combination of education, training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this position is:

Any combination of education, training, and/or experience which evidences a basic knowledge of dog licensing and regulations; demonstrable skills in animal restraint equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

High School Diploma or GED, able to perform heavy lifting, have computer and communication skills, radio and landline communication skills.

Valid Ohio driver's license.

Must be bondable to carry concealed weapons.

This position description in no manner states or implies that these are the only duties and responsibilities reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)