

POSITION DESCRIPTION
HOLMES COUNTY
AN EQUAL OPPORTUNITY EMPLOYER
PAGE 1 OF 3

Job Title: Deputy Dog Warden
County Office: Board of Commissioners
Department: Dog Warden's Department
Immediate Supervisor: Dog Warden
Positions Supervised: None

QUALIFICATIONS:

Must have a High school diploma or equivalent. Minimum 2 years experience working with animals or an equivalent combination of education, training, and experience. Must possess a valid Ohio vehicle operation's license with an acceptable driving record. Must obtain certification to carry weapons used on the job.

JOB RESPONSIBILITIES:

Under general supervision, responsibilities of the Deputy Dog Warden include but are not limited to the enforcement of state animal ordinances, patrolling the county for stray dogs and maintaining day to day operations of the Dog Warden's Department.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position

Date Submitted December 2010

Over Time

Non Exempt () Exempt ()

Admin. () Prof. () Exec. ()

HOLMES COUNTY

Must obtain knowledge of:

- Department policies and procedures
- State animal control regulations
- Animal safety practices and procedures
- Animal care techniques
- Kennel maintenance
- Dog licensing requirements
- Animal nutrition
- County roads and street locations

Skills and abilities to:

- Interpret and apply local and state laws and ordinances
- Work Independently
- Work flexible hours
- Perform duties under dangerous and adverse conditions
- Recognize unusual or threatening conditions
- Present a positive image to the public
- Develop and maintain an effective working relationship with county officials, employees, and the public
- Drive a motor vehicle

HOLMES COUNTY

Responsibilities include but are not limited to:

- Patrols the County for stray dogs
- Seizes and impounds stray dogs
- Issues citations and warnings for violations
- Testifies in court, as requested
- Conducts checks and issues dog licenses and records them in computer
- Remains on call 24 hours a day
- Prepares and maintains all records involving adoptions, owner releases/claims, complaints, incoming dogs, outgoing dogs, reports, citations, and warnings in a timely manner
- Promotes department services to the public and promotes dog safety education program to schools, 4h groups etc.
- Responds to concerns and complaints from the public
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Answers the telephone
- Direct Job and Family Service Workers, Volunteers, and Community Service Workers in kennel maintenance
- Maintains kennel area and all dogs in kennel as needed
- Assists the public/potential adopters in finding and adopting a dog
- Assists the Dog Warden
- Maintains the building and grounds
- Responds to concerns and complaints from the public
- Complete public requests
- Maintains computer database
- Contact and maintain relationship with rescue groups in order to find homes for the dogs
- Clean the front office, entry way, side office, bathroom, and filing rooms
- Prepare materials for offsite events and be present for the event if possible