

MEDINA COUNTY COMMISSIONERS

Job Description
Deputy Dog Warden
Animal Shelter



SUMMARY

The Deputy Dog Warden works under the direction of the Dog Warden. Enforces statutes for regulation of licensing, ownership, & animal control. Warns owners and issues citations for animal violations pursuant to the Ohio Revised Code.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Sells animal licenses and registration tags; records animal sales; maintains animal sale reports, claims, and complaints. Enforces statutes for regulation of licensing, ownership and animal control. Warns owners and issues citations for animal violations pursuant to Ohio Revised Code. **Time spent: 40%**
- II. Cleans dog and cat pens, feeds and provides water for animals in shelter. Cares for sick animals. Destroys and disposes of unclaimed, non-registered and/or stray dogs and cats when necessary. **Time spent: 30%**
- III. Responds to calls for pick-up of stray dogs, investigates citizen complaints such as dog packs, or dogs injuring or killing livestock. Picks up owner's dogs on request, checks on unlicensed dogs and issues license warnings. Dispatch all calls. Responsible for the spay and neuter program. Seize and impound animals when necessary. **Time spent: 25%**
- IV. Maintain clean vehicles. Other duties as assigned. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: 09211 Class Title: Deputy Dog Warden Position Control #10010.0 Normal Working Hrs: Fr 8:00am to 4:30pm
County of Employment: Medina Working Title: Deputy Dog Warden Pos # & Title of Supervisor: Dog Warden 10153.0

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	(1.) Safety practices pertaining to kennel care. (2.) Departmental/county policies and procedures*. (3.) Basic computer software. (4.) Ohio statutes pertaining to animal licensing. (5.) Departmental rules, regulations and procedures.* (6.) Animal care standards. (7.) Euthanasia protocols. (8.) Appropriate use of cleaning chemicals.	Collects monies for licensing fees or monies received from the sale or custody of animals. Maintains up to date data on animal shelter transactions. Maintains professional and courteous manner with the public. Enforces licensing statutes. Cleans and maintains animal pens. Cares for sick animals. Destroys/disposes of animals as needed.
Skills:	(9.) Care of healthy and diseased animals. (10.) Operation of maintenance equipment. (11.) Maintain accurate records. (12.) Capture and restraint techniques. (13.) Proper use of cleaning equipment. (14.) Basic mathematical skills.	Cleans and cares for animal pens and other animal holding areas as needed. Assists in the preparation of standard forms and maintains basic clerical records regarding pound operations. Picks up stray animals as necessary. Records animal sales, gives change.
Ability:	(15.) Ability to keep accurate records. (16.) Ability to deal tactfully and courteously with the public. (17.) Ability to perform basic mathematics in computing fees. (18.) Operate equipment. (19.) Express thoughts, concepts verbally and in written formats.	Maintains accurate records. Applies operating policies, rules and procedures. Answers questions regarding Animal Shelter operations. Multi tasks. Euthanizes animals. Works with various groups of people in a tactful and effective manner. Destroys and disposes of animals when necessary.

*Learned after employment

COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) High School Graduate or equivalent
- 2) Six months related experience and/or training in the care of healthy and diseased animals
- 3) Valid Ohio Driver's License and clean driving record
- 4) Euthanasia Certification preferred

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information and respond to questions from public.
- Ability to travel throughout the county.
- Frequently required to talk or hear, stand, walk, use stairs, sit; use of hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must occasionally lift and/or move up to 50 pounds.
- Exposed to equipment generating heat and cold.
- Must be able to work outdoors in all types of weather.
- Must be able to work in all types of terrain and buildings.

MAJOR WORKER CHARACTERISTICS

- Ability to communicate with the public in a professional manner.
- Knowledge of basic computer software.
- Ability to care for both sick and healthy animals.
- Physical ability to control aggressive animals.
- Capacity to euthanize animals.