

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** Animal Control
Name: **Position Title:**
Class Title: Office Clerk **Class Number:**

Dept./Div.: Dog Warden **Civil Service Status:** Classified
Reports To: Dog Warden **Employment Status:** Full-time
Pay: Resolution **FLSA Status:** Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or some work experience in domestic animal handling skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Automobile, computer, general office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to severe weather; exposure to life threatening situations; exposure to blood, bodily fluids and tissues; exposure to electrical.

Periodic - Exposure to loud noise; exposure to irritating chemicals (e.g. disinfectant, bleach); exposure to hazardous chemical, exposure to vicious dogs; exposure to dust; exposure to fumes.

Constant - Exposure to animals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	Animal Control
Name:		Position Title:	
Class Title:	Office Clerk	Class Number:	
Supervisor's Title:	Dog Warden	Number:	41214

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

60% (1) Provides initial contact and information to the public regarding dogs; completes dog intakes as well as matching dogs for potential adoptions; assists with enforcement of state domestic animal laws relating to dogs licensing (e.g. checks registration of dogs; handles vicious dogs); assists with maintaining records and reports (e.g. dog medical records; adoptions, selling and recording dog tags); general data entry.

(1) **Knowledge of:** (a); (b); (c); (d); (e).
Ability to: (f); (g); (h); (i); (j); (k); (l).

40% (2) Maintains and cleans kennel; mops floors; cleans restrooms and showers; cleans and disinfects kennel area; washes feeding pans; feeds and waters dogs; provides medicine to dogs when prescribed; performs periodic inspections of facility and equipment.

(2) **Knowledge of:** (a); (b); (c); (d); (e).
Ability to: (g); (h); (i); (j); (k); (l).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other routine duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures; (b) state and local laws regarding domestic animal (dog) control*; (c) cleaning methods; (d) domestic animal care and behavior; (e) safety practices and procedures.

Ability to: (f) prepare and maintain accurate documentation; (g) follow oral and written instructions; (h) develop and maintain effective working relationships; (i) communicate effectively through speech and writing; (j) demonstrate the ability to lift up to fifty (50) lbs.; (k) perform light manual labor; (l) regularly and predictably work scheduled shift.

