SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	**Unit:**	Animal Control
Name:		**Position Title:**	
Class Title:	Deputy Dog Warden I	**Class Number:**	41213
Dept./Div.:	Dog Warden	**Civil Service Status:**	Classified
Reports To:	Dog Warden	**Employment Status:**	Full-time
Pay:	Full-time	**FLSA Status:**	Non-exempt

QUALIFICATIONS: **An example of acceptable qualifications:**
Must be 21 years of age. Completion of secondary education with training or one (1) year's experience in handling dogs or other animals.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Completion of secondary education with training or one (1) years' experience in handling dogs or other animals. Must possess a valid Ohio vehicle operator's license, with acceptable driving record.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all-inclusive.**
Pickup truck, dart gun, box traps, computer.

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

Occasional - Exposure to construction hazards; exposure to extreme heat or fire; exposure to blood, bodily fluids and tissue; exposure to electrical hazards; required to be on call.

Periodic - Exposure to severe weather; exposure to traffic; exposure to loud noise; exposure to life threatening situations; exposure to irritating chemicals; exposure to hazardous chemicals; exposure to vicious dogs; exposure to dust; exposure to fumes; exposure to hazardous driving conditions; attends functions or performs duties outside normal working hours; travels to and gains access to work site.

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)

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Agency:	Board of Commissioners	**Unit:**	Animal Control
Name:		**Position Title:**	
Class Title:	Deputy Dog Warden I	**Class Number:**	41213
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)

75% (1) Responds to and investigates complaints; enforces state domestic animal laws; captures and impounds stray dogs; checks registration of dogs; issues citations; enforces state domestic animal laws relating to dogs; handles vicious dogs.

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

5% (2) Operates/utilizes box traps to capture stray, diseased or vicious dogs; assist, preps and may transport dogs to be euthanized.

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

5% (3) Assists Department of Health investigating dog bite reports; locates dogs that have attacked livestock, arranges settlement from dog owners; collects fees for selling dogs, dog tags and releasing impounded dogs.

(3) **Knowledge of:** (a)*; (b)*.
Ability to: (f); (g); (i); (l).

2% (4) Assists Kennel Worker with maintenance; sets up and cleans pens; performs light vehicle maintenance; repairs traps; attends workshops on job related subjects; performs periodic inspections of facility and equipment; maintains inventory of equipment and supplies; performs preventative maintenance of facility and equipment.

(4) **Knowledge of:** (d); (m); (n).
Ability to: (g); (i); (j).

13% (5) Works on computer, e.g., puts on licenses; dog records; looks up dog tags, edits records when dogs are sold or destroyed; answers phones; takes complaints from the public; attends workshops; prepares reports of work completed.

(5) **Knowledge of:** (o).
Skill in: (p).
Ability to: (f); (l).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) state laws regarding domestic animal control*; (b) methods, equipment used to capture dogs*; (c) dog care and behavior; (d) safety practices and procedures; (k) dog disposal methods; (m) custodial methods and techniques; (n) mechanical maintenance; (o) records preparation and management.

Skill in: (e) motor vehicle operation; (p) computer operation.

Ability to: (f) communicate effectively; (g) develop and maintain effective working relationships; (h) exercise sound judgment; (i) follow oral and written instructions; (j) demonstrate ability to lift up to fifty (50) lbs.; (l) maintain accurate documentation.