AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	**Employee Name:**	
Class Title:	Deputy Dog Warden	**Position Title:**	Delinquent Tag Enf. Off. /Asst. Dog Warden
Class Number:	09211	**Position Number:**	01:400101.5
Dept./Div.:	Animal Control	**Civil Service Status:**	Classified
Unit:	N/A	**Employment Status:**	Part-time
Reports To:	Dog Warden	**FLSA Status:**	Nonexempt
EEO Status:	(04) Protective Services – Non-Sworn	**DOT/O*Net Code:**	379.673-010
		Normal Work Hours:	Varies

GENERAL DESCRIPTION:
Under general supervision from dog warden, enforces statutes for regulation of animal control (e.g., patrols county, issues citations to violators, conducts license checks, impounds non-registered and stray animals; investigates citizen complaints; records transactions of animal sales, licensing, claims, complaints, etc.).

QUALIFICATIONS: An example of acceptable qualifications:
Ability to calculate fractions, decimals, and percentages and to read and write common vocabulary, plus: 100 hours training in caring for and handling health and diseased animals (or one (1) month experience); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Motor vehicle, animal care equipment, stun guns, pistols, rifle, catch poles, cell phone, personal computer and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious and/or rabid animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

_____ _____

(Approval of Appointing Authority) (Date)

_____ _____

(Employee Signature) (Date)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

35% (1) Enforces state animal control statutes; works with prosecuting attorney and judicial system to process animal claims; testifies in court to assist in prosecution of violators; drives motor vehicle to patrol for stray animals; seizes and impounds stray animals, enforcing statutes regulating dog licensing, selling of registration tags, issuing citations and/or warnings to owners in violation of statutes, and investigating complaints from general public (e.g., responds to reports of livestock killed by dogs or coyotes and dog bite reports; picks up unlicensed and stray dogs within county; uses catch pole to catch animals; cages and secures animals in truck and shelter cage; etc.); assists law enforcement as needed, including with search warrants where animals can be an issue.

20% (2) Cares for impounded animals (e.g., feeding, watering, bathing, treatment, or disposal of unwanted, diseased, or dead animals, etc.); contacts veterinarian for services for injured or sick animals as needed; drives motor vehicle to transport animals; performs routine maintenance and cleaning duties in animal pound and animal control vehicles (e.g., cleans dog pens, etc.).

20% (3) Prepares reports of departmental operations for review by dog warden; records all license sales and pound fees for animals sold from shelter; files written reports on incoming claims and complaints; maintains records of animals owned, kept, and harbored; accepts payment for redemption of animals; posts public notices of unclaimed animals; assists dog warden in taking dog census.

20% (4) Establishes public contact to promote community awareness of animal control statutes (e.g., distributes and makes available literature pertaining to laws; responds to public inquiries in written or verbal form; conducts demonstrations; etc.).

(5) Maintains required licensures and certifications.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Attends professional education and training sessions, seminars, and workshops as directed.

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OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: animal control laws and/or regulations*; safety practices in handling angry and/or rabid animals; department policies and procedures*; public relations*.

Skill in: motor vehicle operation; handling of and caring for healthy and diseased animals; maintenance of animal control facilities and animal control vehicles; use and care of firearms; computer operation.

Ability to: recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; compile and prepare reports; gather, collate, and classify information; maintain accurate records; resolve complaints; demonstrate physical endurance; demonstrate manual dexterity.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:
None.