

## **PICKAWAY COUNTY BOARD OF COMMISSIONERS**

### **POSITION DESCRIPTION** **An Equal Opportunity Employer**

**POSITION TITLE:** Deputy Dog Warden 2

**DIVISION:** Dog Shelter

**CIVIL SERVICE STATUS:** Classified, FLSA non-exempt

**EMPLOYMENT STATUS:** FT / Regular

**REPORTS TO:** Chief Dog Warden

---

#### **CRITICAL CHARACTERISTICS:**

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality of information
- Demonstrates regular and predictable attendance

#### **ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

- Enforces state and county laws and ordinances and applies procedures pertaining to the control, licensing, care, and dispatch of dogs.
- Requires the use of independence and discretion in the performance of duties.
- Captures and impounds stray, injured, unlicensed, or vicious dogs; loads and transports dogs with county vehicle.
- Quarantines dogs which have bitten humans or other animals.
- Investigates complaints concerning stray, noisy, or vicious dogs; and violations of animal control laws and regulations.
- Issues citations for violations of laws, ordinances, or regulations; may appear in court as a witness.
- Reports suspected cases of rabies to proper health officials.
- Assists in the issuance of licenses for dogs and collection of fees.
- Receives calls from the public or law enforcement regarding emergencies or violations of animal control laws; Responds to after hour and weekend calls.
- Receives, identifies, cares for, separates, and releases dogs in the Dog Shelter.
- Recognizes illness, habits, behavior, and common diseases of dogs; learns techniques and equipment used in capturing, restraining and receiving, caring for, grooming and releasing dogs, administers euthanasia according to established procedures.

- Cleans kennels and performs other routine tasks.
- Maintains and prepares logs, records, and reports.
- Pursues, apprehends, and controls dogs of varying sizes and weights.
- Establishes and maintains cooperative working relationships with law enforcement and those contacted during the course of work.

**POSITIONS SUPERVISED:**

- None

**QUALIFICATIONS:**

High School Diploma or GED and any combination of education, training, and experience; which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Must be an accomplished operator of personal computers, copies, calculators, and other standard office equipment.
- Must be proficient with Microsoft Office software including Word and Excel and be able to work with the shelter's management software.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise, and accurate reports.
- Have ability and commitment to work with the public.

**COMPUTER / TECHNOLOGY / SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive:

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, shelter database software, and other miscellaneous County related software applications.

**EQUIPMENT OPERATED:**

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, laptop with LCD projector, and equipment (e.g. animal traps and control poles), materials and specialty items used in canine control procedures.

**ADDITIONAL WORKING CONDITIONS / PHYSICAL DEMANDS:**

- 24/7 on call responsibility; minimum one (1) to two (2) weeks per month.
- May work under stressful or dangerous conditions, often involving personal risk or risk to others.
- Frequent evening / weekend meetings or assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises, or other critical events related to the mission of the agency.
- Travel within the County and to neighboring counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow, and ice.
- May be exposed to noise, vibration, physical hazards, oil, fumes, dusts, mists, gases, or poor ventilation.
- May require working in rough terrain, climb ladders, / steps, and working in confined spaces.
- Requires physical ability for lifting weight up to fifty (50) pounds; ability to work for extended periods of time.
- Occasional exposure to verbally hostile or confrontational citizens and /or public groups may be expected.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

- A valid Ohio Driver's License and insurability under the County's Motor Vehicle Policy.
- Completion of the euthanasia by injection training and certification prior to the end of probationary period.

## Deputy Dog Warden II

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 incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

---

*Approval of Appointing Authority*

---

*Date*

---

*Employee Signature*

---

*Date*

Date Adopted: 05/19/23