

## Ottawa County Position Description

Job Title:	Deputy Dog Warden
Reports To:	Dog Warden
Job Status:	Permanent Part Time

### **Job Summary:**

Under supervision the Deputy Dog Warden enforces state dog laws, patrols the county for stray and vicious dogs. Investigates livestock claims and dogs complaints, protects the public against stray and vicious dogs; cleans dog kennels; euthanizes dogs, checks dog licenses. Answers dog complaints, picks up canines as need and transports to dog shelter to be impounded. Sets live dog trap as needed. Tranquilizes canines with tranquilizer gun. Issues citations in accordance with the Ohio Revised Code. Issue warnings, attends court hearings, pre-trials and jury trials. Performs other job related duties and projects as assigned by the Chief Dog Warden.

### **Qualifications:**

Possession of a high school diploma or equivalent; Ohio Certified Peace Officer. Must possess a valid Ohio driver's license with an acceptable driving record; the ability to be bonded; Be available to work nights and weekends with little or no notice. Be available for after hour call outs. Must have working telephone to be reached. Must be able to euthanize dogs. Knowledge of Ohio Revised Code 955. Knowledge of communication signals and codes. Ability to keep and maintain required records. Able to attend training and seminar sessions, knowledge of radio systems. Effective communications skills including interacting with the public in a diplomatic manner. Physical and mental abilities to perform dog shelter duties, dependable and honest. Must be able to work alone and in a team environment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge Of:**

Department policies and procedures  
State confinement & vicious dog laws  
Dog licensing requirements  
Dog safety practices and procedures  
Dangerous dog control techniques  
Methods of capturing stray dogs  
Dog care and nutrition techniques  
Sanitary requirements for cages and kenneled dogs  
Street and Road locations  
Correct use of grammar, punctuation and spelling  
Organizing and planning techniques  
Dog First Aid

#### **Skills And Abilities To:**

Interpret and apply local and state laws and ordinances  
Prepare & maintain accurate and concise reports and records  
Drive a county vehicle  
Lift a minimum of 100 pounds in a twisting/ turning fashion  
Work independently or in a team environment  
Work nights or weekends with little or no notice  
Perform duties under dangerous and adverse conditions  
Recognize unusual or threatening conditions  
Follow oral and written instructions  
Effective oral & written communication skills both at work and with the public  
Develop and maintain effective working relationships with supervisor, co-workers and the public  
Legible handwriting

### **ANIMAL CONTROL:**

- Patrol county for stray dogs or dogs at large

- Seize, lift and impound stray dogs
- Issues court citations and/or warnings for violations and testifies in court as necessary
- Investigates dog bites in conjunction with County Health Department
- Investigates reports on dogs running at large
- Investigates livestock claims and files necessary forms and reports to Chief Dog Warden

**LICENSE CHECKS:**

- Conducts dog license checks as assigned by Chief Dog Warden
  - Surveys county residents for unlicensed dogs
  - Ascertains status of license
- Issues warnings or citations in accordance with Ohio Revised Code 955.00
- Prepares court statements for issued citations
- Notifies county residents of expired dog licenses

**KENNEL:**

- Assists with maintaining dogs in kennel (feeds, waters, cleans)
- Euthanize dogs, as instructed by the Chief Dog Warden
- Lift dogs after euthanasia to and from freezer

**COMMUNITY RELATIONS:**

- Promotes department services to the public
- Promotes community awareness of dog control statutes
- Assists with community educational programs
- Responds to concerns and complaints from the public

**MISCELLANEOUS AND SPECIAL ASSIGNMENTS:**

- Maintains cleanliness and orderliness of truck and garage area
- Attends meetings under direction of the Chief Dog Warden
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions

**JOB LOCATIONS:**

Work is performed at the Ottawa County Dog Shelter, Courthouse, Municipal Court, Juvenile Court, throughout Ottawa County and occasionally the surrounding area.

**EQUIPMENT USED:**

Euthanizing chamber, tranquilizer gun, fetch pole, net, live trap, radio, pepper spray, ASP baton if qualified, Chemicals, hose, squeegee, scraper, dog ramp

**OTHER RESPONSIBILITIES:**

Other related functions and responsibilities as assigned by the Chief Dog Warden, the County Administrator, and/or the County Commissioners.