

CRAWFORD COUNTY COMMISSIONERS

POSITION DESCRIPTION

An Equal Opportunity Employer

Position Title: Deputy Dog Warden

Class Description: Assistant

Division: Dog Warden Department

FLSA: non-exempt

Reports to: Dog Warden

Civil Service Status: un-classified

The Crawford County Dog Warden is accepting applications on behalf of the Crawford County Commissioners for a part-time, Deputy Dog Warden to fill an immediate opening. Applications can be picked up/ submitted at the Commissioners' office, 112 E. Mansfield St., Suite 304, Bucyrus, Ohio through Friday January 27, 2017.

ESSENTIAL FUNCTIONS:

1. Patrols County and enforces ORC 955 statutes governing dog licensing and regulation of dogs with owners (e.g., conducts license checks during complaint calls, warns owners found in violation, issue citations, seizes and impounds dogs running at large, ect.).
2. Investigates dog bite cases in conjunction with the Health Departments to quarantine dogs.
3. Educate and protect the public from nuisance, dangerous, or vicious dogs.
4. Prepare court files, appear for court hearings, receive and respond to complaints.
5. Prepare and maintain records, reports, and other documentation (e.g. dogs impounded, redeemed, reclaimed, license sales, ect.).
6. Maintain required certifications and licensing(s).
7. Demonstrates regular and predictable attendance.
8. Maintain county vehicle and equipment.
9. Work under hazardous and sometimes dangerous conditions, in all types of weather conditions.

On the Job training will be provided and the following knowledge, abilities, and skills are essential to fulfillment of the Deputy Dog Warden duties.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of State and local dog control laws, equipment utilized in humane capture and control, canine behavior and body language; animal nutrition.

Ability to recognize unusual or threatening conditions and take appropriate action, communicate effectively while resolving complaints from angry citizens and dog owners. Carry out detailed but basic written instructions; maintain accurate records; sort items into categories. Work with animals; recognize and assess canine body language and general health. Lift up to 100 lbs. and perform strenuous labor for extended periods of time under adverse conditions.

Skills with Microsoft Office programs.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above.

- a. High school diploma, or GED.
- b. Experience in animal handling practices.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's license.
Ability to obtain certifications in defensive weapons.
Ability to meet bonding requirements.