

CARROLL COUNTY

ASSISTANT DOG WARDEN (FULL-TIME)

NATURE OF WORK IN THIS CLASS:

Responsible police work involving the enforcement of state laws pursuant to the regulation of dog ownership and the protection of people and livestock from dog vandalism. Travel throughout the County spot checking residents to assure that their dogs are properly registered.

ILLUSTRATIVE EXAMPLES OF WORK

1. Help make and maintain records of all dogs registered in the County.
2. Patrols the County and seizes and impounds stray dogs not wearing valid registration tags. Cite those owners with no tags for their dog(s).
3. Disposes of animals as prescribed by law.
4. Investigates claims for damages to livestock inflicted by dogs.
5. Makes written reports to the County Commissioners of all dogs impounded and of claims to livestock damage (in the absence of the Dog Warden).
6. Pick up stray dogs which include lost, injured, dumped or abused.
7. May issue dog licenses under authorization of the County Auditor.
8. May supervise other County employees (in the absence of the Dog Warden).
9. Help operate and maintain a suitable animal shelter, including cleaning of kennels as needed.
10. Performs related work as required.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS

1. Thorough knowledge of State laws regarding dog ownership and apprehension of stray dogs.
2. Knowledge of humane and sanitary practices of dog impoundment.
3. Ability to operate motor vehicles.
4. Ability to effectively cooperate with the public.
5. Ability to write reports.
6. Computer knowledge.
7. Skill in apprehending stray dogs; physical agility, stamina, and perseverance sufficient to accomplish this goal.

DUTIES AND RESPONSIBILITIES

1. Report to work at the Dog Pound under the supervision of the Dog Warden.
2. Check oil, radio and safety equipment daily on the assigned vehicle.
3. Utilize radio communications equipment to efficiently perform duties.
4. Interpret computer reports and identify possible delinquent dog owners.
5. Physically visit and check residents for unlicensed dogs.
6. Write tickets and inform dog owner of court date when an unlicensed dog is identified. Document all activities at the residents' home for use in court.
7. Appear in Municipal Court to defend your actions if necessary.
8. Create a monthly and yearly report of number of residents checked, number of tickets written, number of unlicensed dogs found, and amount of fines levied.
9. Work at the Dog Pound when Dog Warden is on vacation/sick leave.
10. Be on-call approximately fifty percent (50%) of the time.
11. Other duties as assigned by the Dog Warden.

QUALIFICATIONS

1. High school diploma or any equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities.
2. Ability to keep and maintain accurate and legible written records.
3. Must be able to give bond and possess a valid operator's license issued by the State of Ohio.

Acknowledgment

I, _____ have read and understand the contents of this position description.

Signature

Date