

## **Carroll County Commissioners**

Accepting Applications for the position  
of  
**Part-Time Pound Keeper**

A full job description can be obtained at  
<http://carrollcountyohio.us/public-notices/> or  
by emailing [mschaar@carrollcountyohio.us](mailto:mschaar@carrollcountyohio.us).

Application is due by 3:00 p.m. on  
Friday, June 21, 2024 to the  
Carroll County Commissioners  
119 S. Lisbon Street, Suite 201  
Carrollton, OH 44615

**Carroll County is an Equal Opportunity Employer and Provider!**

Published in the Carroll County Messenger on June 5, 2024.

# CARROLL COUNTY

## Job Description

**JOB TITLE:** Pound Keeper

**COMPENSATION:** 20-29.75 hours per week

**DEPARTMENT:** Dog Pound

**SUPERVISOR:** Cason Leggett, Chief Dog Warden

JSO P503

5-30-24

**SUMMARY:** Under general supervision, attends to and cares for animals and the facility by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties applicable to the position may be assigned as needed.

**40%** -- Feeds, waters, and cleans animals according to schedules. Cleans and disinfects cages, pens, and yards. Observes animals for signs of illness and advises course of action. Transfers animals between quarters. Records information according to instructions such as genealogy, diet, weight, medications, food intake, and license/chip numbers.

**30%** -- Cleans and maintains the facility work areas, offices, restrooms, and grounds. Operates a push/riding mower and/or weed trimmer.

**25%** -- Impounds, redeems, and adopts out animals. Gives vaccinations and implants micro-chips. Prepares and maintains records, reports and documentation on impounded animals. Securely handles cash. Answers inquiries from the public. Answers phones and takes messages.

**5%** -- In cooperation with the Deputy Dog Warden and the Chief Dog Warden, will snare animals with net, rope, or device. Cages or secures animals in truck. Removes animal from truck to shelter cage or other enclosure. Performs other tasks as directed by the Chief Dog Warden or Deputy Dog Warden.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) and 6- 18 months related experience and/or training.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel object, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually high. Employee may be exposed to hazardous chemicals including carbon monoxide, vicious animals, and diseases. Schedule will vary weekly and will include weekends and holidays.

## CARROLL COUNTY APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION								
Last Name		First		M.I.				
Street Address					Apartment/Unit #			
City			State			ZIP		
Phone			E-mail					
Best time to contact you?								
Have you ever submitted an application to Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:				
Are you able to meet all of the attendance requirements of this position?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION								
High School					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

**EMPLOYMENT HISTORY**

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

**PROFESSIONAL OR TRADE ORGANIZATIONS**

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization				Office(s) Held			
Organization				Office(s) Held			

**REFERENCES**

Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				

**DISCLAIMER AND SIGNATURE**

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

**DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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