

RICHLAND COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Deputy Dog Warden
Class Number:		Class Title:	Deputy Dog Warden
Dept./Div.:	Dog Warden	Employment Status:	Full-time
Reports to:	Dog Warden	FLSA Status:	Non-Exempt
Normal Hours:	7:00 a.m. – 7 p.m.	EEO Status:	06 – Administrative Support

GENERAL DESCRIPTION:

Under immediate supervision of the Dog Warden, the Deputy Dog Warden is responsible for enforcing the 955 statutes of the Ohio Revised Code.

QUALIFICATIONS:

Must be a United States citizen; must be (18) eighteen years of age; OPOTA certification is preferred but not required; experience in animal handling practices.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, radio communication equipment, motor vehicle, Taser and snare pole.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from extremely noisy conditions about 85 db (e.g., dogs barking, etc.); uses or works in the proximity to the use of firearms; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life-threatening situations; has exposure to hot, cold, wet, humid or windy weather conditions; may lift up to 75 pounds; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (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, issues warnings when violations are found, issues citations, seizes and impounds dogs running at large, etc.?)
- (2) Investigates dog bite cases in conjunctions with the Health Departments to quarantine dogs
- (3) Educate and protect the public from nuisance, dangerous or vicious dogs.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{12/4/2019 PDRLDBC 00242818.DOCX }

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- (4) Prepare court files, appear for court hearings, prepare and maintain records, reports and other documentation, receive and respond to complaints.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Maintain required certifications and licensing.
- (7) Maintain county vehicle and equipment.
- (8) Demonstrates regular and predictable attendance, good attendance record
- (9) Maintain the trust, faith and confidence of the Dog Warden.
- (10) Support and enforce the administrative and operation policies of the Dog Warden

OTHER DUTIES AND RESPONSIBILITIES:

- (11) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: modern computer skills and computer applications (e.g., Microsoft Office, etc.); *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; state and federal regulations; office practice and procedures; *.Knowledge of State and local dog control laws; *Knowledge of equipment utilized in humane capture and control; Knowledge of canine behavior and body language;

Skill in: computer operation; use of modern office equipment; organization; motor vehicle operation: animal handling.

Ability to: carry out simple instructions; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; work independent of direct supervision; develop and maintain effective working relationships; think critically; be self-motivated; interpret instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; prepare accurate documentation; compile and prepare reports; be physically, mentally, medically and psychologically fit to perform duties; free of alcohol and/or drug dependencies.

POSITIONS DIRECTLY SUPERVISED:

Developed by:

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None.

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(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

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Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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