

## **CLINTON COUNTY DEPUTY DOG WARDEN**

To apply, please email cover letter and resume to [humanresources@clintoncountyohio.us](mailto:humanresources@clintoncountyohio.us).

**Department/Office:** Dog and Kennel  
**Job Title:** Deputy Dog Warden  
**Position Reports To:** Dog Warden  
**FLSA Status:** Non-Exempt (hourly)/Full-time  
Part-Time Candidates also Considered  
**Classification:** Classified

**Full-time position is eligible for excellent medical, dental, vision and life insurance benefits as well as Ohio Public Employee Retirement (OPERS) and generous paid time off benefits. *Clinton County Residents preferred for on-call response time.***

### **Job Summary:**

The job position enforces statutes governing licensing and regulation of dogs with owners (conducts license checks during complaint calls, warns owners in violation, issues citations, seizes and impounds dogs, investigates neglect and cruelty relating to dogs, etc.). Educate members of the public regarding dog laws including providing guidance on how to be compliant.

Investigates bite cases in conjunction with the County Board of Health, quarantines dogs, investigates claims for damage to animals (fowl, sheep, calves, etc.) determines if damage is done by dogs; appears in court as subpoenaed, attends arraignments and assists prosecutor for upcoming pre-trials; receives and responds to telephone complaints; conducts door to door dog license checks; files dog licenses, maintains shelter, cares for dogs and conditions; maintains walkways during bad weather events. Prepares and maintains records, reports and other documentation.

### **Minimum Qualifications:**

High School Diploma or GED, ability to learn the Ohio Revised Code as it relates to dog control; proper methods of handling and caring for dogs, animal euthanasia, animal behavior; records management. Must have a valid Ohio Driver's License and a good driving record. Good communication skills and judgment. Basic computer skills. Maintain strong work ethic, safe working environment and standards.

### **Preferred Qualifications:**

Must have or obtain a thorough understanding of welfare of dogs. Determine characteristics of dog relating to the safety of the public. Must obtain and maintain certification relating to dog handling. Must be able to investigate incidents and write clear and detailed fact-based reports. Have or develop the ability to work with uncooperative individuals during tense times, defusing situations as needed.

## **Position Responsibilities:**

- 1) Enforce laws governing licensing and regulations of dogs. Educate members of the public regarding dog laws including providing guidance on how to be compliant.
- 2) Respond to calls and complaints. Document issue if warranted. (Issue warning ticket, citations of seized and impound dog)
- 3) Must present self in a professional manner and provide clear and accurate testimony during court testimony.
- 4) Maintain vehicle to ensure reliability and safety.
- 5) Make sure dogs are properly fed and cared for while secured in our shelter.
- 6) Maintain supplies and equipment to support department (dog food, uniforms, cleaning supplies, tools, and office supplies).
- 7) Work with Prosecutor before and during trials to keep informed of any issues or changes.
- 8) Keep logs of intake and send to Board of County Commissioners in a timely manner.
- 9) Properly fill out reports and deliver along with funds received from redemptions and licenses for impounded dogs.
- 10) Keep Maintenance Department informed on any issues relating to maintaining or repairing our Dog and Kennel buildings (electric, water, heat, damage or security).
- 11) Good communication with Dog Warden in office and in the field to ensure safety.
- 12) Maintain and keep records filed and organized on all work and dog related issues.
- 13) Good communication with public.
- 14) Keep office clean and organized. Keep supplies organized in kennel building and outdated dog food and trash removed.
- 15) Keep walkways and sidewalk clear during inclement weather events.
- 16) Maintain a customer service approach to communication with the public, maintain a positive relationship with law enforcement.
- 17) Maintain good attendance.
- 18) Take after hour call on a rotating schedule including weekends and holidays, responding to urgent or emergency types of situations as outlined in policy.
- 19) Check email and voicemail regularly and respond in a timely manner.

**Physical Requirements:**

Ability to lift up to 35 - 50 pounds on a regular basis, ability to lift up to 75 pounds on a periodic basis. Ability to push, pull, lift animals onto and off of truck bed.

Good eye/hand and feet coordination (ability to move and think fast, ability to deal with high intensity issues). Handle unpleasant situations (deceased or bleeding animals and people, emotional or angry members of the public, poor sanitation). Must be able to be aware of surroundings and use good judgment to identify and avoid potentially unsafe situations.

**Other:**

Commuting mileage in vehicle and uniform expense will be accounted for under proper accounting procedures for IRS rules and will be taxable as required.

Must carry personal auto insurance meeting minimal requirements of county insurance program.

**Job Location:**

Office is located at 1330 Fife Avenue, Wilmington, Ohio 45177

Regular and constant travel using county vehicle usually within the county, periodically outside of county.

Personal vehicle may be used when time constraints occur especially during on-call periods.

**Equipment Used:**

Live Traps, Catch Poles, Snappy Snares, Vehicle, Dog Crates, Cell Phone, Radio, Cell Phone Camera, Dash Cam, Slip Leashes. Computer including Microsoft Office.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head or Elected Official.

Clinton County is an Equal Opportunity Employer