

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Board of Commissioners	<b>Unit:</b>	Animal Control
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Deputy Dog Warden	<b>Class Number:</b>	41213

<b>Dept./Div.:</b>	Dog Warden	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Dog Warden	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Full-time	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with training or one (1) year's experience in handling dogs or other animals.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Completion of secondary education with training or one (1) year's experience in handling dogs or other animals. Must possess a valid Ohio vehicle operator's license, with acceptable driving record.

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

Pickup truck, dart gun, box traps, computer.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to construction hazards; exposure to extreme heat or fire; exposure to blood, bodily fluids and tissue; exposure to electrical hazards; required to be on call.

Periodic - Exposure to severe weather; exposure to traffic; exposure to loud noise; exposure to life threatening situations; exposure to irritating chemicals; exposure to hazardous chemicals; exposure to vicious dogs; exposure to dust; exposure to fumes; exposure to hazardous driving conditions; attends functions or performs duties outside normal working hours; travels to and gains access to work site.

Constant - Exposure to animals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Deputy Dog Warden	<b>Class Number:</b>	41213
<b>Supervisor's Title:</b>	Dog Warden	<b>Number:</b>	41214

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**Supervises:** N/A

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

75% (1) Responds to and investigates complaints; enforces state domestic animal laws; captures and impounds stray dogs; checks registration of dogs; issues citations; enforces state domestic animal laws relating to dogs; handles vicious dogs.

(1) **Knowledge of:** (a)\*; (b)\*; (c); (d).  
**Skill in:** (e).  
**Ability to:** (f); (g); (h); (i); (j).

5% (2) Operates/utilizes box traps to capture stray, diseased or vicious dogs; assist, preps and may transport dogs to be euthanized.

(2) **Knowledge of:** (a)\*; (b)\*; (c); (d); (k).  
**Ability to:** (f); (g); (h); (i).

5% (3) Assists Department of Health investigating dog bite reports; locates dogs that have attacked livestock, arranges settlement from dog owners; collects fees for selling dogs, dog tags and releasing impounded dogs.

(3) **Knowledge of:** (a)\*; (b)\*.  
**Ability to:** (f); (g); (i); (l).

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### OTHER DUTIES AND RESPONSIBILITIES:

2% (4) Assists Kennel Worker with maintenance; sets up and cleans pens; performs light vehicle maintenance; repairs traps; attends workshops on job related subjects; performs periodic inspections of facility and equipment; maintains inventory of equipment and supplies; performs preventative maintenance of facility and equipment.

(4) **Knowledge of:** (d); (m); (n).  
**Ability to:** (g); (i); (j).

13% (5) Works on computer, e.g., puts on licenses; dog records; looks up dog tags, edits records when dogs are sold or destroyed; answers phones; takes complaints from the public; attends workshops; prepares reports of work completed.

(5) **Knowledge of:** (o).  
**Skill in:** (p).  
**Ability to:** (f); (l).

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) state laws regarding domestic animal control\*; (b) methods, equipment used to capture dogs\*; (c) dog care and behavior; (d) safety practices and procedures; (k) dog disposal methods; (m) custodial methods and techniques; (n) mechanical maintenance; (o) records preparation and management.

**Skill in:** (e) motor vehicle operation; (p) computer operation.

**Ability to:** (f) communicate effectively; (g) develop and maintain effective working relationships; (h) exercise sound judgment; (i) follow oral and written instructions; (j) demonstrate ability to lift up to fifty (50) lbs.; (l) maintain accurate documentation.

# SANDUSKY COUNTY

## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

**CLASS TITLE:** DEPUTY DOG WARDEN

**CODE:** 41213

**JOB RESPONSIBILITIES:** Under general supervision, responds to and investigates complaints, captures and impounds stray dogs, enforces state domestic animal laws; assists kennel keeper. Performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Completion of secondary education with training or one (1) year's experience in handling dogs or other animals; must possess a valid Ohio motor vehicle operator's license.

% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> necessary to perform duties (* indicates developed after employment).
65-75%	(1) Responds to and investigates complaints; enforces state domestic animal laws; captures and impounds stray dogs; checks registration of dogs; issues citations; enforces state domestic animal laws relating to dogs; handles vicious dogs.	(1) <b>Knowledge of:</b> (a) state laws regarding domestic animal control*; (b) methods, equipment used to capture dogs*; (c) dog care and behavior; (d) safety practices and procedures. <b>Skill in:</b> (e) motor vehicle operation. <b>Ability to:</b> (f) communicate effectively; (g) develop and maintain effective working relationships; (h) exercise sound judgment; (i) follow oral and written instructions; (j) demonstrate ability to lift up to fifty (50) lbs.
5-10%	(2) Operates/utilizes box traps to capture stray, diseased or vicious dogs; operates carbon monoxide chamber to destroy dogs.	(2) <b>Knowledge of:</b> (a) state laws regarding domestic animal control*; (b) methods, equipment used to capture dogs*; (c) dog care and behavior; (d) safety practices and procedures; (k) dog disposal methods. <b>Ability to:</b> (f) communicate effectively; (g) develop and maintain effective working relationships; (h) exercise sound judgment; (i) follow oral and written instructions.

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**CLASS TITLE:** DEPUTY DOG WARDEN

**CODE:** 41213

% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> necessary to perform duties (* indicates developed after employment).
5-10%	(3) Assists Department of Health investigating dog bite reports; locates dogs that have attacked livestock, arranges settlement from dog owners; collects fees for selling dogs, dog tags and releasing impounded dogs.	(3) <b>Knowledge of:</b> (a) state laws regarding domestic animal control*; (b) methods, equipment used to capture dogs*. <b>Ability to:</b> (f) communicate effectively; (g) develop and maintain effective working relationships; (i) follow oral and written instructions; (l) maintain accurate documentation.
5-10%	(4) Assists Kennel Worker with maintenance; sets up and cleans pens; performs light vehicle maintenance; repairs traps; attends workshops on job related subjects; performs periodic inspections of facility and equipment; maintains inventory of equipment and supplies; performs preventative maintenance of facility and equipment.	(4) <b>Knowledge of:</b> (d) safety practices and procedures; (m) custodial methods and techniques; (n) mechanical maintenance. <b>Ability to:</b> (g) develop and maintain effective working relationships; (i) follow oral and written instructions; (j) demonstrate ability to lift up to fifty (50) lbs.
5-15%	(5) Works on computer, e.g., puts on licenses; dog records; looks up dog tags, edits records when dogs are sold or destroyed; answers phones; takes complaints from the public; attends workshops; prepares reports of work completed.	(5) <b>Knowledge of:</b> (o) records preparation and management. <b>Skill in:</b> (p) computer operation. <b>Ability to:</b> (f) communicate effectively; (l) maintain accurate documentation.

## PAY RANGE ASSIGNMENT POINT FACTOR SCORES

POSITION: Deputy Dog Warden

**Pay Grade 13 – Probationary \$8.87/ Minimum \$9.33/ Midpoint \$10.25 / Maximum \$11.28**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
1	1	2	2	1	1	2	3	2	3	1	2	2	4	3	3	
0	0	12	18	0	0	09	15	14	15	0	10	10	19	15	15	152

Pay Range	Point Spread		Pay Range	Point Spread
1	52-60		21	232-240
2	61-69		22	241-249
3	70-78		23	250-258
4	79-87		24	259-267
5	88-96		25	268-276
6	97-105		26	277-285
7	106-114		27	286-294
8	115-123			
9	124-132			
10	133-141			
11	142-150			
12	151-159			
13	160-168			
14	169-177			
15	178-186			
16	187-195			
17	196-204			
18	205-213			
19	214-222			
20	223-231			

Point factor pay range 12, wage survey moved to pay range 13.

Updated: