NEW 23 DEC 1984

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Deputy Dog Warden	CODE: 09211
	MAJOR AGENCIES: Boards of County Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from county administrator, county commissioners or higher-level dog warden, enforces statutes for regulation of animal control (i.e., patrols county, issues citations to violators, conducts license checks, impounds non-registered & stray animals, investigates citizen complaints & records transactions of animal sales, licensing, claims & complaints); -PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	42-62	Enforces statutes regulating licensing, ownership & control of animals within county, conducts license checks, sells registration tags, warns owners found in violation of statutes & issues citations, testifies in court to assist in prosecution of violators, patrols county in animal control vehicle, seizes & impounds stray dogs (e.g., dogs not wearing valid registration tags, dogs running loose), investigates citizen complaints (e.g., animals disturbing peace, suspected inhumane treatment of animals) & conducts investigations of dog bite cases in conjunction with health department.	Knowledge of (1) animal control statutes*, (2) safety practices in handling angry &/or rabid animals*, (3) public relations*, (4) agency policies & procedures*; skill in (5) operation of animal control vehicles*, (6) use of firearms; ability to (7) apply principles to solve practical, every day problems, (8) add, subtract, multiply & divide whole numbers, (9) maintain accurate records, (10) gather, collate & classify information about data, people or things, (11) resolve complaints from angry citizens & government officials, (12) demonstrate dexterity to use hands & feet skillfully.
2	11-31	Prepares reports of departmental operations for review by higher-level officials, records all license sales & pound fees for animals sold from shelter, files written reports on incoming claims & complaints, maintains records of animals owned, kept & harbored, accepts payment for redemption of animals posts public notices of unclaimed animals & assists in taking dog census.	Knowledge of 1*, 3*, (13) office practices & procedures*; ability to 7, 8, 9, 10.
3	8-18	Feeds, waters & bathes impounded animals, ministers to, or has diseased or injured animals cared for by veterinarian & coordinates testing of animals suspected of having rabies.	Knowledge of 2*; skill in (14) handling & caring for healthy & diseased animals; ability to 7, 12.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be exposed to angry &/or rabid animals	Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 100 hrs. training in caring for & handling healthy & diseased animals (or 1 mo. exp.). Valid Ohio Driver's License.	Peace Officers Training (use of firearms)

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	4-14	Establishes public contact to promote community awareness of animal control statutes (e.g., sponsors educational programs, distributes & makes available literature pertaining to laws, responds to public inquiries in written or verbal form).	Knowledge of 1*, 3*, 4*; ability to 10, (15) answer routine inquiries from public.
5	2-8	Performs general maintenance of animal shelter & animal control vehicles.	Skill in (16) maintenance of animal control vehicles*; ability to 12.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: