NEW 23 DEC 1984

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Dog Warden	CODE: 09215
	MAJOR AGENCIES: Boards of County Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from county commissioners or county administrator, directs & supervises operational activities of county animal control department, supervises & trains departmental personnel (e.g., lower-level dog wardens, kennel workers, radio dispatchers, clerical support staff), enforces & supervises enforcement of state animal control regulations, manages recording of transactions involving animal sales, licensing & claims & conplaints as prescribed by law, supervises care of &/or cares for impounded animals, promotes public awareness of animal control laws & may supervise maintenance &/or maintain animal shelter facilities & animal control vehicles;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	38-58	Directs & supervises all operational activities of county animal control department, provides input into or develops animal control budget, recommends purchase of supplies & equipment & maintains account of expenditures, develops & implements operational policies, subject to approval of county commissioners, coordinates animal control activities &/or policies with various county & local agencies (e.g., humane societies, county municipalities, villages & townships), supervises & trains animal control department personnel (e.g., lower level dog wardens, kennel workers, radio dispatchers, clerical support staff), makes work assignments, maintains time sheets, evaluates work performance & approves/disapproves leave requests.	Knowledge of (1) supervision*, (2) employee training & development*, (3) budgeting*, (4) inventory control*, (5) Ohio's statutes regarding animal control, (6) safety practices in handling angry &/or rabid animals; ability to (7) apply principles to solve practical, everyday problems, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as supervisor of work unit.
2	15-35	Enforces & supervises enforcement of state animal control statutes, patrols &/or supervises county patrol in seizing & impounding stray animals, enforcing statutes regulating dog licensing, selling of registration tags, issuing citations &/or warnings to owners in violation of statutes & investigating complaints from general public.	Knowledge of 1*, 5, 6, (12) public relations; skill in (13) operation of animal control vehicles, (14) use of firearms; ability to 10, 11, (15) define problems, collect data, establish facts & draw valid conclusions, (16) demonstrate dexterity to use hands & feet skillfully.

*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 calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1000 hrs. training in Ohio's statutes regarding animal control (or 12 mos. exp.); 100 hrs. training in caring for & handling of healthy & diseased animals (or 1 mo. exp.); 1 course	Peace Officer Training (use of firearms).

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	3-13	Manages recording of transactions involving animal sales licensing & claims & complaints as prescribed by law, prepares operational reports for review of higher-level county officials & conducts dog census.	Knowledge of 1*, 5; ability to 9, 10.
4	4-10	Supervises care of &/or cares for impounded animals (e.g., feeding, watering, bathing, treatment or disposal of unwanted, diseased or dead animals).	Knowledge of 1*, 5, 6; skill in (17) handling of & caring for healthy & diseased animals; ability to 7, 16.
5	3-13	Establishes & maintains liaison activities with general public to increase awareness of animal control laws; develops informational programs; responds to public inquiries &/or complaints regarding policies & procedures of animal control department.	Knowledge of 5, 6, 12; ability to 7, (18) resolve complaints from angry citizens & government officials.
6	0-8	Supervises maintenance &/or maintains animal shelter facilities & animal control vehicles.	Knowledge of 1*; skill in (19) maintenance of animal control facilities & animal control vehicles; ability to (20) demonstrate physical fitness.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* in public relations (or 1 mo. exp.); or equivalent. Valid Ohio Driver's License.	TRAINING & DEVELOPMENT: