

TO: Athens Messenger

RE: Help Wanted Ad

The Board of Athens County Commissioners will be accepting applications and resumes for the position of **Dog Warden**. Salary negotiable based on experience and qualifications.

**Job Duties:**

1) Supervises, Assistant Dog Warden/ Humane Officer, Animal Control Officer/ Humane Officer and Kennel Keeper, in performance of required duties; assigns tasks; coordinates departmental functions; provides direction and standards in compliance with state and local laws. (2) Acts in accordance of section 955 of the Ohio Revised Code to search for, confine and transport stray dogs to dog shelter or to the rightful owner; utilize control pole to harmlessly capture dogs and firearm to destroy uncontrollable dogs as necessary. (3) Investigates complaints from general public regarding dog damaging private property or killing livestock, etc. On call as needed. Provides information and answers questions related to dog control. 4) Orient, assess skill levels, and designs appropriate work projects for the employees or trainees. Develop schedules, written work procedures, and coaching trainees in the performance of their daily work activities. (5) Oversees the appropriate forms of humane euthanasia to dogs, destroys and disposes of diseased and unwanted animals in accordance with Section 955.16 of Revised Code.(6) Reports and maintenance issues to Buildings and grounds.(7) Cares for impounded animals (e.g., feeds, waters, bathes animals). (8) Testifies in court to assist in prosecuting dog owners who violate animal control laws. (9) Oversees input into development of Athens County Dog & Kennel policies and procedures. Reports to Board of Commissioners.(10) Sell and oversees animals, licenses and registration tags for animals, records animal sales, receive money from sales and deposits daily, maintains files on animals sold and submits receipts from sales to supervisor. (11) Performs additional duties as assigned.

**BASIC REQUIREMENTS:**

(1), Training, Knowledge of supervision; knowledge of current state and local laws and structure of government and state; knowledge of safety practices; ability to communicate effectively; develop and maintain working relationships with associates, Elected Officials and general public; must have valid driver's license and be able to carry firearms. (2) Knowledge of section 955 of the Ohio Revised Code; Ability to exercise sound judgement and maintain effective working relationships with public officials, associates and general public; knowledge and use of proper telephone etiquette. Knowledge of Dog & Kennel Policies and Procedures. (3) Ability to exercise sound judgement and maintain effective working relationships with public officials, associates and general public; knowledge and use of proper telephone etiquette. Knowledge of Dog & Kennel Policies and Procedures. (4) Knowledge of scheduling. Ability to supervise volunteer help. Coordination and supervision of trainees. Knowledge of modern office practices and procedures and computer programs; Knowledge of proper telephone etiquette and public relations. (5) Knowledge and skill of operation of maintenance equipment, ordering of supervised inventory control. (6) Knowledge of Section 955 .16 of Ohio Revised Code. (7) Knowledge of (A) safety practices pertaining to kennel care, skill in (B) care of healthy & diseased animals; ability to © apply principles to solve practical, everyday problems, (D) vocabulary, (E) answer routine telephone inquiries from public, (F) demonstrate dexterity (i.e., to use hands & or feet skillfully). (G) Ability to lift 50 lbs. (H) must maintain a valid driver's license (I) High School Diploma. (8) Ability to communicate effectively; knowledge of state and local laws. (9) Knowledge of reporting procedures and report filing. (10) Knowledge of bookkeeping, basic computer skills, public relations, skills in ability to maintain accurate records, sorts items into categories according to established methods. Ability to handle cash and balance daily. (11) Willingness to perform unpleasant tasks.(12) Preferred Peace Officer, but not necessary.

Application and job description are available online at [co.athensoh.org](http://co.athensoh.org), under **Business/ Job Postings** submit Applications, Resumes and Athens County Employment Background Check Authorization to: 15 South Court Street, Athens, Ohio 45701, and should be returned no later than May 19<sup>th</sup> at 3:00 p.m. Affirmative Action Employer

Publish May 7 & 14

**Athens County  
Employment Background Check Authorization**

**Applicant Consent Form for Pre-Employment Investigation**

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my employment application is complete, true and accurate. I acknowledge that falsification or omission of information may result in immediate dismissal or retraction of any offer of employment.

In consideration of Athens County review of my application for employment, I hereby voluntarily consent to and authorize Athens County and the Background Checks Systems of Athens County's choice, bearing this release or copy thereof, to obtain a consumer report for employment purposes. I agree that this consumer report may include any of the following:

- Criminal Records
- Civil Cases
- Motor Vehicle Records
- Military Service Verification
- Credentials Verification
- Education Verification
- Employment Verification

Print Name: \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Soc. Sec. Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(I.D. Purposes Only, NOT to be used for any type of age discrimination)

Driver's License Number/State: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_