

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Dog Warden	<b><u>CLASS NUMBER:</u></b> 20002	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Animal Care & Control	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A7	<b><u>POSITION CONTROL #:</u></b> 072007
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Varying 8-hour shifts (e.g., 6:30 AM – 2:30 PM, 2:00 PM – 10:00 PM)	<b><u>SUPERVISOR (PCN):</u></b> Field Supervisor (072001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Dog Warden classification is to enforce Ohio Revised Code (ORC) Chapter 955 within the county.

**JOB DUTIES:**

Enforce statutes regulating licensing, ownership and control of animals. Investigate citizen and conduct investigations of animal bite/scratch cases. Conduct preliminary assessment of sick and injured dogs and impound and transport animals to animal shelter, if necessary. Impound and transport dogs, cats, raccoons, bats or other animals when rabies exposure is suspected. Prepare and issue notices of violation and criminal complaints to dog owners for violations of ORC Chapter 955. Take livestock loss reports. Set and retrieve animal traps as needed. Receive service requests from the radio dispatcher. Investigate possible designations of dogs as nuisance, dangerous or vicious by collecting photographic and physical evidence and witness statements.

Patrol assigned area to check for loose dogs and other ORC Chapter 955 violations and assist law enforcement agencies when warrants are served regarding ORC Chapter 955 violations. Check dog license and rabies tags for date and validity. Transport animals to other agencies as needed. Establish public contact to promote community awareness. Function as a Radio Dispatcher in a backup capacity. Perform other related animal shelter support as assigned. Perform community relations duties as directed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of safety practice; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; resolve complaints from public or government officials; demonstrate strength to lift up to 75 lbs.; demonstrate dexterity to use hands and feet skillfully.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED with two (2) years previous animal handling experience.

**Additional Requirements**

Required to maintain a valid Ohio driver's license.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. This position may be required to work: holidays, weekends, overtime, and as necessary be on call.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date