



## **POSITION AVAILABLE:**

### **Canvasser (Seasonal)**

**POSTING DATE:** Friday, March 18, 2022  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Portage County Dog Warden  
**ADDRESS:** 8116 Infirmary Road, Ravenna Ohio

**APPOINTING AUTHORITY:** Portage County Board of Commissioners  
**WORKING HOURS:** Seasonal – Schedule varies

**SALARY:** \$12.00/hr.  
**VACANCIES:** 3

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#### **JOB OBJECTIVES:**

Incumbent is responsible for going door-to-door within Portage County to assure that pet owners have current dog licenses. The seasonal Canvassing position would begin May 9, 2022 and end on September 16, 2022.

#### **MINIMUM QUALIFICATIONS:**

Applicants must have a high school diploma or G.E.D. Work involves following standardized procedures to complete assigned duties.

#### **EXAMPLE OF DUTIES:**

Complete documentation to sell registration tags in the field. Collect money for sale of registration tags. Assist with answering the phones when in the Dog Warden's office. Assist with facility care and maintenance by cleaning the kennels, feeding and giving water to the animals. Incumbent will also assist the Dog Warden and deputies at fairs and festivals as needed.

#### **HOW TO APPLY:**

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
[www.co.portage.oh.us](http://www.co.portage.oh.us) OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7th FLOOR**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)**  
**FAX: 330-298-4225**

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**