



## PORTAGE COUNTY

### POSITION AVAILABLE

#### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Part-Time Deputy Dog Warden
POSTING DATE:	Friday, May 28, 2021
CLOSING DATE:	Open Until Filled

DEPARTMENT: Portage County Dog Warden  
ADDRESS: 8116 Infirmary Road, Ravenna, Ohio  
APPOINTING AUTHORITY: Portage County Board of Commissioners  
CORE WORKING HOURS: 28 hours/week, Monday - Friday  
SALARY RANGE: \$13.46 - \$14.11/hr. DOQ  
FLSA STATUS: Classified, Non-Exempt

#### MINIMUM QUALIFICATIONS:

High School diploma or G.E.D. and one-year experience in related occupation or training working with animals in the field. Must be able to obtain euthanasia by injection certification within six (6) months of hire. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### EXAMPLES OF DUTIES:

Patrol the county to watching for violations of animal control statutes. Issue citations to animal owners who act against regulations and testify in court if necessary. Impound stray animals. Investigate citizen complaints. Licensing and arranging the adoption of animals. Canvass the county to inspect animals and animal owners for dog licenses and facilitate the purchase of licenses. Clean shelters, feed and water animals. Prepare reports for department operations and maintain records. Arrange for the care of diseased animals and euthanize animals when necessary. Transport animals to the veterinarian office for care. Perform general maintenance on building, grounds and equipment. Prepare monthly reports. Landscape in the summer, and shovel and salt walkways in the winter. Performs related duties as assigned.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

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