

## **NOTICE**

**Carroll County Commissioners are accepting  
applications & resumes for the position of a**

**Full-time Assistant Dog Warden**

**through November 22, 2016 at 3:00 p.m.**

**Application and Job Description may be obtained at the  
Carroll County Commissioners' Office**

**119 S. Lisbon Street, Suite 201, Carrollton, OH 44615**

**or <http://www.carrollcountyohio.us/commissioners/publicnotices.html>**

**The completed application and resume can be dropped off or mailed to  
the address above or emailed to [jleggett@carrollcountyohio.us](mailto:jleggett@carrollcountyohio.us)**

**This institution is an equal opportunity provider and employer.**

**Published in The Free Press Standard November 10, 2016 and November 17, 2016.**

# **CARROLL COUNTY**

## **ASSISTANT DOG WARDEN (FULL-TIME)**

### **NATURE OF WORK IN THIS CLASS:**

Responsible police work involving the enforcement of state laws pursuant to the regulation of dog ownership and the protection of people and livestock from dog vandalism. Travel throughout the County spot checking residents to assure that their dogs are properly registered.

### **ILLUSTRATIVE EXAMPLES OF WORK**

1. Help make and maintain records of all dogs registered in the County.
2. Patrols the County and seizes and impounds stray dogs not wearing valid registration tags. Cite those owners with no tags for their dog(s).
3. Disposes of animals as prescribed by law.
4. Investigates claims for damages to livestock inflicted by dogs.
5. Makes written reports to the County Commissioners of all dogs impounded and of claims to livestock damage (in the absence of the Dog Warden).
6. Pick up stray dogs which include lost, injured, dumped or abused.
7. May issue dog licenses under authorization of the County Auditor.
8. May supervise other County employees (in the absence of the Dog Warden).
9. Help operate and maintain a suitable animal shelter.
10. Performs related work as required.

### **ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS**

1. Thorough knowledge of State laws regarding dog ownership and apprehension of stray dogs.
2. Knowledge of humane and sanitary practices of dog impoundment.
3. Ability to operate motor vehicles.
4. Ability to effectively cooperate with the public.
5. Ability to write reports.
6. Computer knowledge.
7. Skill in apprehending stray dogs; physical agility, stamina, and perseverance sufficient to accomplish this goal.

### **DUTIES AND RESPONSIBILITIES**

1. Report to work at the Dog Pound under the supervision of the Dog Warden.
2. Check oil, radio and safety equipment daily on the assigned vehicle.
3. Utilize radio communications equipment to efficiently perform duties.
4. Interpret computer reports and identify possible delinquent dog owners.
5. Physically visit and check residents for unlicensed dogs.
6. Write tickets and inform dog owner of court date when an unlicensed dog is identified. Document all activities at the residents' home for use in court.
7. Appear in Municipal Court on Thursdays to defend your actions if necessary.
8. Create a monthly and yearly report of number of residents checked, number of tickets written, number of unlicensed dogs found, and amount of fines levied.
9. Work at the Dog Pound when Dog Warden is on vacation/sick leave.
10. Be on call three out of four weekends each month.
11. Other duties as assigned by the Dog Warden

### **QUALIFICATIONS**

1. High school diploma or any equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities.
2. Ability to keep and maintain accurate and legible written records.
3. Must be able to give bond and possess a valid operator's license issued by the State of Ohio.

## **Acknowledgment**

I, \_\_\_\_\_ have read and understand the contents of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CARROLL COUNTY APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION								
Last Name		First		M.I.				
Street Address					Apartment/Unit #			
City			State			ZIP		
Phone			E-mail					
Best time to contact you?								
Have you ever submitted an application to Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:				
Are you able to meet all of the attendance requirements of this position?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

**EMPLOYMENT HISTORY**

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

**PROFESSIONAL OR TRADE ORGANIZATIONS**

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization				Office(s) Held			
Organization				Office(s) Held			

**REFERENCES**

Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				

**DISCLAIMER AND SIGNATURE**

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

**DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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