



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1602
Post on Friday, March 6, 2026 until filled

Position: Deputy Dog Warden
Department: Dog Warden Office, 12513 Merritt, Chardon, Ohio 44024
Job Code: 1602 (40 hours per week)*
Pay Grade: 8
Compensation: \$20.90/Hr. Excellent Benefits Package

Definition:

Under general direction and supervision, assists the Dog Warden in enforcing Ohio laws and county regulations and policies regarding the control of canines throughout the County; performs animal handling, enforcement response, and public service functions; assists with general kennel/facility maintenance and cleaning; performs clerical and records duties and completes documentation required for court and agency operations; performs related duties as required or assigned

Typical Work Schedule*:

Varying 8-hour shifts (e.g. 9 AM-5 PM, 11 AM-7 PM) and may be subject to schedule adjustments and rotating on-call/emergency response as required by the agency. As necessary, may be required to work holidays, weekends and overtime.

Typical Examples of Duties and Percentage of Time:

70% Patrols roads and responds to calls within the county boundaries to retrieve, capture, and remove stray, loose, and unlicensed canines, including handling threatening or aggressive dogs. Issues written warnings and citations to dog owners when appropriate and assists in attempting to settle disputes involving dogs. Investigates complaints and claims involving dog incidents, including damages to livestock and other property-related concerns as assigned. Interacts effectively with the public in person and by telephone, providing information and assistance related to canine control, applicable laws, and county policies and procedures. Assists health officials and/or the Health Department with enforcement of vaccination requirements and quarantine orders as applicable. Transports animals to the veterinarian and assists with medical care coordination and follow-up as directed. May be required to wear personal protective equipment (PPE) to perform duties.

30% Assesses dogs for adoption and assists with animal care decisions under direction of the Dog Warden or shelter leadership. Assists in euthanizing dogs in accordance with state law, certification requirements, agency policy, and humane standards. Assists with cleaning and maintenance of kennels and facility; uses trash, shovels snow, and clears walkways as needed. Maintains records, prepares correspondence, and prepares reports for court; picks up and distributes reports and

paperwork; files documentation. Performs basic bookkeeping tasks as assigned, including handling account ledgers, compiling/tabulating expenses, and typing reports and correspondence.

These duties are illustrative only and employee may perform some or all of these duties or other job-related duties as assigned and based on operational needs, staffing, call volume, season and number and nature of emergencies.

Knowledge, Skills, and Abilities:

Knowledge of (1) office practices and procedures, (2) basic bookkeeping functions, (3) current and continuing departmental rules/regulations and Ohio laws regarding canine control, (4) animal care procedures and euthanasia procedures/techniques in accordance with required certification; Skill in (5) dispute management and dealing with emotionally charged situations, (6) safely handling threatening canines, (7) using animal handling equipment properly, (8) basic computer operation, (9) accurate data entry/report preparation.

Ability to (10) deal effectively with the general public, coworkers, and local law enforcement agencies, (11) communicate verbally and in writing with others and complete clear, thorough documentation, (12) obtain and maintain state certification required to perform euthanasia and to perform euthanasia duties in compliance with law and agency policy, (13) perform basic math (addition, subtraction, multiplication, division), (14) lift, carry, push, or pull heavy objects/ materials as required by the position, (15) participate in rotating on-call responsibilities and respond to emergencies as required.

Suggested Training and Experience Requirements:

High school diploma or equivalent with one year of related experience; animal care or veterinary technician experience preferred; coursework or experience in public relations, office practices/procedures, and bookkeeping helpful. Typing experience. Any combination of education and experience that provides the necessary knowledge, skills, and abilities may be considered.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.

- Must pass criminal background check and maintain a clear record.

- Must possess valid Ohio driver's license and acceptable driving record.

- Is subject to both indoor and outdoor environmental conditions

- Exposure to potentially violent canines.

- Requires regular and at times sustained performance of physically demanding work, typically involving some combination of standing, stooping, kneeling, crouching, crawling, climbing, balancing, and lifting, carrying, pushing or pulling of heavy objects and materials.

- Must be able to recognize and identify similarities/differences in colors, shapes, sounds, forms, textures, and physical appearance associated with job-related objects, tasks, materials, and people.

Submit resume and job application to the Geauga County Commissioners, Attn: Human Resources Administrator#1602 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024
or e-mail at boccjobs@geauga.oh.gov Details and Application at:
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>