



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1607-1

Revised Posting – Post from Friday, March 6, 2026 until filled

Position: **Shelter Attendant – Part-Time**
Department: Dog Warden's Office, Dog Warden's Office 12513 Merritt, Chardon, Ohio 44024
Job Code: 1607-01
Compensation: \$15.89/hour

Definition: Under general supervision performs general maintenance tasks in the facility; Helps the public; Provides administrative support in the office; Performs other related duties as required.

Typical Examples of Duties & Percentage of Time:

- 25% Cleans, maintains and performs minor repairs in the shelter; Cleans and maintains grounds around the shelter and office; Uses various non-hazardous cleaning chemicals in cleaning and washing cages, floors and walls; Sweeps floors and empties the trash; Cleans office area, lunch area, and bathrooms; Shovels snow, clears walkways.
- 25% Feeds and waters dogs; Unloads loose or stray dogs brought to the shelter; Handles dogs to show available for adoption and to reunite animal with owner.
- 50% Provides general office assistance (answering phones, performs data entry); completes various forms; prepare and maintains a variety of forms; research and verify information as necessary.

Knowledge, Skills and Abilities:

Knowledge of (1) departmental rules and regulations*, (2) common cleaning devices, materials, supplies and equipment used in the maintenance of the facility; (3) care and feeding of canines; (4) office practice and procedures,

Skill in (6) handling threatening canines, (7) basic computer operation

Ability to (8) deal effectively with the public and co-workers; (9) communicate verbally and in writing with others (10) lift, carry, push or pull heavy objects and materials; (11) perform a variety of manual labor work activities

** Developed after employment*

Suggested Training and Experience Requirements: High school diploma or equivalent with six months of related experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- Must pass criminal background check and maintain clear record.
- Must possess valid Ohio driver's license and acceptable driving record.
- May work flexible schedule based on need of the agency.
- It is subject to inside and outside environmental conditions.
- Exposure to potentially violent canines.
- Requires regular and at times sustained performance of physically demanding work, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling of heavy objects and materials.
- Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Submit resume and job application to the Geauga County Commissioners, Attn: Human Resources Administrator#1607-1 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>