



## WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

# JOB ANNOUNCEMENT Deputy Dog Warden

***Job Stability! • Great Benefits! • Great Retirement System! • Great Team!***

Do you love working with dogs and have a passion for keeping Wayne County safe? Would you like to work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)? If so, Wayne County is the place! The Wayne County Commissioners are currently accepting employment applications for the full-time position of Deputy Dog Warden.

This position will work five 8-hour days per week (Tuesday-Saturday 9:30am-6pm), with a rotating on-call schedule for emergencies. The successful candidate will:

- Patrol the county and impound stray dogs.
- Conduct checks for and sell dog licenses.
- Issue warnings and citations to non-compliant dog owners.
- Document, investigate, and follow up on incoming calls and complaints from the public.
- Appear in Court as needed to give testimony in the prosecution of cases involving animal control.
- Investigate dog bites, follow quarantine procedures, and appropriately deem dogs nuisance, dangerous, or vicious.
- Complete forms and prepare reports as dictated by policy.
- Have knowledge of animal behavior and be comfortable working with and around dogs (including dangerous dogs).
- Plan and prioritize daily routes while operating dispatch communication systems.
- Answer questions from the public with dog-related problems and provide guidance.
- Attend meetings and trainings as needed.
- Maintain Dog Warden area and supplies to ensure efficient operation.
- Assist with cleaning duties and/or shelter operation duties, as necessary.
- Must have a valid driver's license and good driving record.
- Be comfortable working in all types of weather.
- Humane Agent Certification is preferred.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to [waynecountyhr@wayneohio.org](mailto:waynecountyhr@wayneohio.org). Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Katie Dailey. Questions? Call 330-287-5497.

**The position will be open through June 5, 2024 or until filled.**

*Wayne County is an Equal Opportunity Employer*

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

[commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)

*We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age*