

**JOB OPENING
ASSISTANT DOG WARDEN**

The Pike County Board of Commissioners will be accepting resumes for the position of Assistant Dog Warden until July 15, 2022.

Resumes may be dropped off in the Pike County Commissioner's Office between 8:00 a.m. - 4:00 p.m. Monday through Friday. Pay will be commensurate with experience.

Pike County Commissioner's Office

County Dog Warden

Employee Duties and Responsibilities

- 1) Operates and maintains the county dog pound
 - a. Inside kennels are clean and disinfected daily
 - b. Outside kennels are cleaned, as needed
 - c. Feeds and water all dogs daily
 - d. Simple repairs are made, as needed
 - e. Greets the public for adoptions, reclaims and owner surrenders
 - f. Maintains a clean and presentable office area
 - g. Maintains all proper, legal paperwork and call for service log
 - h. Secures all dogs safely
 - i. Issues county dog licenses under the authorization of the County Auditor's Office
 - j. Maintains the property by mowing and weed eating

- 2) Dogs in the county
 - a. Captures and impounds stray, unlicensed and uncontrolled dogs
 - b. Cite owners with no dog tag(s)
 - c. Capable of catching dogs by means of snare, rope or other humane means
 - d. Impounds stray dogs not wearing valid registration tags
 - e. Capable of lifting 100 pound dogs
 - f. Ability to handle aggressive dogs

- 3) Veterinary Care
 - a. Administer medications, as needed
 - b. Access dogs for immediate medical attention
 - c. Treat minor wounds and injuries
 - d. Transport dog to veterinarian's office
 - e. Perform or assist in euthanasia, as needed
 - f. Dispose of dogs according to procedures

- 4) Operate and maintain a county vehicle
 - a. Check oil and safety equipment
 - b. Arrange for oil changes and basic maintenance
 - c. Fuel vehicle and turn in receipts
 - d. Maintain a clean, presentable vehicle
 - e. Maintain a clean and sanitary dog box
 - f. Follow all traffic laws

5) Other duties

- a. Investigates complaints of dog bite, abuse, neglect and other problems**
- b. Appear in Municipal Court to testify on actions on dog cases**
- c. Be on call, when assigned**
- d. Attend meetings with the county commissioners, as needed**
- e. Submit reports to commissioners, court officials or other law enforcement officers**
- f. Manage dog waste**
- g. Submit money from dog fees to appropriate agency**