

THE OHIO COUNTY COMMISSION

JOB POSTING / CAREER OPPORTUNITY

POSITION TITLE:	Assistant Warden and Humane Officer
REPORTS TO:	Dog Warden
SUPERVISES:	Not a supervisory position
FLSA EXEMPTION STATUS:	Full-time, hourly, non-exempt
RATE OF PAY:	\$ 16.82 per hour
BENEFITS:	Health, life, dental and vision insurance, pension
START DATE:	Within two weeks of offer

SUMMARY AND PURPOSE:

The Ohio County Assistant Dog Warden and Humane Officer is primarily responsible for preventing the perpetration or continuance of any act of cruelty upon any animal and investigate and, upon probable cause, cause the arrest and assist in the prosecution of any person engaging in cruel and forbidden practices. Upon reasonable cause and, as provided by law, shall have the right to access and inspect records and property reasonably necessary to any investigation.

ESSENTIAL FUNCTIONS:

1. Enforces the laws of Ohio County and the State of West Virginia as they pertain to animals including the care and control of animals.
2. Initiates and attends court proceedings when necessary.
3. Provides prompt and courteous response for animal control services.
4. Handles all types of domesticated and wild animals. Possesses the ability to handle aggressive animals during high stress situations, and to predict their behavior based on the current actions.
5. Possesses the ability to communicate effectively with people, particularly under high stress situations when dealing with those suspected of acting cruelly towards a pet or domesticated or wild animal.
6. Effects rabies control through quarantine procedures. Assists the Wheeling-Ohio County Health Department on bite and rabies investigation.
7. Responds to emergencies and transports injured, sick and aggressive animals.
8. Maintains daily log and monthly statistical sheet documenting all activities.
9. Performs euthanasia when necessary.
10. Participates in the care and feeding of animals in, and cleaning of, the Ohio County Animal Shelter.
11. Performs any and all duties as assigned by management.

POSITION REQUIREMENTS

1. High school diploma, GED or equivalent and at least 18 years of age. Higher level degree in criminal justice and or law enforcement experience is a plus.
2. Drivers license with excellent driving record.
3. Ability to operate pick-up trucks and vans.
4. Ability to communicate clearly and effectively both verbally and in writing.
5. Ability to carry a firearm and meet West Virginia state minimum firearms qualifications twice each year.
6. Possess a cellular telephone with active service.
7. Ability to work shifts, evenings, weekends and holidays.

8. Ability to work over-time.
9. Ability to work on-call as needed.

PHYSICAL / MENTAL REQUIREMENTS:

1. Ability to lift a minimum of 100 pounds.
2. Ability to run short distances in pursuit of animals.
3. Ability to navigate rough or uneven terrain.
4. Ability to perform efficiently in high stress situations.

OTHER:

1. Consent to a pre-employment Criminal Background Check which shows no felony or domestic violence convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal drugs or legal drugs for which the candidate does not possess a prescription from candidate's health care provider.

An Equal Opportunity Employer

Interested candidates should submit letter of introduction and resume to HR@ohiocountywv.gov on or before October 14, 2022.