



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street • Building 4 • Chardon, Ohio 44024-1071

JOB OPPORTUNITY #1607-1

To be Posted from Friday, October 15, 2021 until filled

Position: **Shelter Attendant – Part-Time**
Department: Dog Warden's Office
Job Code: 1607-01
Compensation: \$12.29/Hr.

Definition:

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

Typical Examples of Duties & Percentage of Time:

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.

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. Assists in euthanizing dogs.

Provides general office assistance (answering phones, performs data entry); completes various forms; prepare and maintain 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, (5) animal euthanasia procedures and techniques;

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

Ability to (8) deal effectively with the general 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, (12) maintain certification or pass state certification to perform euthanasia, (13) be on call on rotation basis.

* *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.

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 an ***Application for Employment*** to the Geauga County Commissioners Office, HR Administrator #1607-01, 470 Center Street, Building #4, Chardon OH 44024. Details and application form at <https://www.co.geauga.oh.us/Notices/Jobs>.