



POSITION OPENING

POSTING DATE: November 28, 2017

DEPARTMENT: Animal Control

POSITION TITLE: Animal Control Specialist

HOURS 8:00 AM – 4:00 PM (37.50 Hr. /Wk. (Saturday-Sunday;
Flexible Monday-Friday))

AFFILIATION: Union-Teamsters-Unit B

GRADE: 12

WAGE: \$15.76 - \$19.71/HR

APPLICATION DEADLINE: December 6, 2017

Interested candidates should submit a resume and a County Employment application to:

Ryan Sanders, Animal Control Director
21315 Illinois Route 9
PO Box 158
Tremont, IL 61568

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the top under “How Do I...?”, “Apply for a Job”.

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Animal Control Specialist
Department: Animal Control
Reports to: Animal Control Director
FLSA Status: Non-Exempt
Affiliation: Union – Teamsters
Grade: 12
Prepared Date: October 10, 2017

SUMMARY: *The Animal Control Specialist provides support to the day-to-day operations of Tazewell County Animal Control in accordance with federal and state law, local ordinance, and organizational policy; provides administrative support to the Animal Control Director as required. This position is responsible for daily cleaning of kennels as well as assisting Animal Control Officers and Administrative Staff.*

The Animal Control Specialist is responsible for assisting, and participating in the daily impoundment, care, euthanizing, and disposal of animals. This position communicates with pet owners who have had their animals impounded at the shelter, and also assists the general public with adoptions and information relating to animal control ordinances. The Animal Control Specialist will cross train to learn job duties of other positions to assist when necessary.

JOB RELATIONSHIP: Under the direct supervision and direction of the Animal Control Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

Maintenance and security of the building, inventory of cleaning, medical, and general equipment and supplies.

Evaluates adoptable animals for appropriate temperament and physical condition, and assisting visitors in the proper selection of a pet.

Performs physical examination on animals, selects animals for surgery, prescribes and renders first aid treatment of sick or injured animals and administers medication and food supplements.

Performs euthanasia of selected animals including administering controlled substances, verifying death, and administering chemical restraint.

Provides education to pet owners on basic care required for their pets; assists the general public by answering questions and providing information on the animal control ordinance and general requirements for animals in their care.

Prepares dead animals for animal disease laboratory for rabies examination and necropsy. Implants microchips into pets for permanent identification utilizing an injector needle. Reads implanted chips utilizing a handheld device/scanner.

Monitors all animals for health and behavior including domestic dogs and cats, small companion animals, wild animals, exotic animals, and livestock.

Oversees the preparation of food and the feeding of animals, provides water to animals, and ensures a healthy environment for animals.

Investigates complaints and recommends corrective action as necessary to resolve complaints. Performs special investigations, as deemed necessary. Participates in mass impoundments due to animal hoarding in private homes, abandonment, and/or other code violations.

Monitors incoming animals to determine possible owner; notifies owner when possible, and issues any necessary required conditions for reclaim by owner.

Appears and testifies in court.

Performs on call standby after work hours for emergency situations.

Notifies Animal Shelter Director of investigations for dangerous/vicious dogs. Serves impoundment notices and dangerous dog notifications.

Prepares various comprehensive written reports on operations and activities. Ensures all required documentation is completed and files are maintained regarding euthanasia, animal health, wildlife, etc.

Euthanizes animals in emergency situations.

Handles a variety of species of animals including injured, fractious and vicious animals on a continual basis.

Ensures the safety of public, other animals, and self by following safety protocols at all times.

Maintains care of the animal control vehicle to which they are assigned, as well as the equipment issued to them.

Maintains a humane and caring attitude towards animals at all times.

Organizes, assigns, and monitors work of community service workers, and volunteers.

Monitors quarantine of bite animals.

Acts as an Animal Control Officer during times of staff shortage.

Acts as Administrative Assistant/Specialist in times of staff shortage. Duties include:

Screens and prioritizes incoming calls from citizens requesting animal control assistance during emergency situations in addition to taking routine calls relating to animals.

Monitors and operates two-way radio dispatch to provide assistance to animal control officers in the field.

Provides front-line customer service to the public, emergency and medical response personnel regarding animal bites, assistance with completion of forms and/or reports, and providing information to citizens and pet owners of rabies confinement procedures, and notification to owners of legalities.

Monitors access to the animal shelter; initially screens and intervenes with animals as needed; directs visitors to adoption/viewing areas and gives general information on adoption.

Performs data entry to include entering information on pets, pet owners, and bite reports.

Maintains permanent shelter records including animal bite reports, daily deposit amounts, and records all rabies inoculations and registrations.

Troubleshoots computer software, as needed, to ensure efficient and timely clerical operations

Performs clerical functions such as copying, sorting and distributing mail, faxing information, assisting with mass-mailings and filing.

Accepts monies, provides receipts, and reconciles accounts for fines, rabies registration tags, adoptions, and redemptions. Prepares daily deposit of funds received.

Provides information of a sensitive nature to pet owners to include the process of euthanasia.

Maintains a humane and caring attitude towards animals at all times.

Provides orientation to computer software system to new staff.

Performs other related duties as assigned.

May be required to cross train for other positions at Animal Control. May require overtime and weekend hours.

SUPERVISORY RESPONSIBILITIES: This job does instruct and train in methods and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to establish and maintain effective working relationships with others.

Ability to work in a stressful environment, diffuse stressful situations, and manage multiple tasks simultaneously.

Must have proficiency in use of database technology and use of networked computer systems.

Must be knowledgeable in the proper use of grammar, spelling, and punctuation.

Must have ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Must have excellent organization and record keeping skills.

Must have basic problem-solving skills and be able to handle multiple tasks with interruptions.

Must be familiar with office equipment: copier, multi-line phones, fax machine, two-way radio, cameras, computer, etc.

Knowledge of animal control, and animal law enforcement.

Expected to successfully complete various training courses including Euthanasia by Injection.

Must be able to detect symptoms of rabies, animals in distress/danger, and other illnesses. Must train to use animal control equipment.

Ability to respond calmly during emergencies. Ability to communicate both orally and in writing. Basic knowledge of veterinary medical emergency care.

Must be familiar with the following equipment and materials: vaccination needles, micro-chips, thermometer, control stick, live capture traps, cat graspers, squeeze cages, snake snares, and other commonly known animal capture equipment, types of tranquilizer drugs and dosages and gun, communications equipment and computer.

Must be able to use independent judgment, work with little supervision and maintain confidentiality.

Must have excellent communication skills to deal with the public and in speaking in front of groups of people. Strong communication skills are necessary to work with various individuals encountered and the various situations which may arise, some of which may be potentially threatening.

EDUCATION and /or EXPERIENCE: High school diploma or general education degree (GED) with one year related experience and/or training; or equivalent combination of education and experience in animal control.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS: May be required to cross train for other positions at Animal Control that require a certificate. Must have a valid driver's license. Euthanasia by Injection certificate/license to be obtained within 1 year of employment.

REASONING ABILITY: Ability to carry out detailed written or oral instructions and to deal with different situations requiring the use of deduction to solve the problem.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence and to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. Exposure to hot, cold, wet, humid, or windy conditions caused by the weather. The noise level in the work environment is moderate to loud.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.