



POSITION OPENING

POSTING DATE: May 10, 2017
DEPARTMENT: Animal Control
POSITION TITLE: Weekend/Holiday Kennel Helper
HOURS: Weekends and Holiday
WAGE: \$45/Day

APPLICATION DEADLINE: May 31, 2017

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

Ryan Sanders, Animal Control Director
21314 IL State Rt 9
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 under "How Do I .. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Kennel Helper (Weekend/Holiday)

Department: Animal Control

Reports to: Animal Control Director

Prepared Date: May 9, 2017

SUMMARY: *This position performs a variety of tasks to provide adequate food, medication and a clean, safe environment for animals in the. The Kennel Helper is responsible for the daily cleaning of the animal shelter, and other duties as assigned.*

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides adequate food and water for animals in the kennel and maintains cages in a clean and sanitary manner.
- Handles a variety of species of animals including fractious and vicious animals on a continual basis.
- Ensures the safety of other animals, and self by following safety protocols at all times.
- Assists with the implantation of microchips into pets for permanent identification utilizing an injector needle. Reads implanted chips utilizing a handheld device/scanner.
- Administers medication, vaccinations, and other procedures to insure the animal's health.
- Assists in health exams to include; weighs, takes temperature and assesses age of animals; checks breed, sex and teeth of animals.
- Disposes of animal carcasses.
- Adheres to animal shelter standard operating procedures and protocol for animal care, cleaning, kennel maintenance, and disease control.
- Monitors the animals and reports any unusual behaviors, symptoms or illnesses. Bathes animals in preparation for showing for adoption or for going home.

- Other duties may be assigned to meet business needs.

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 and manage multiple tasks simultaneously.
- Must be knowledgeable in the proper use of grammar, spelling, and punctuation and able to communicate both orally and in writing.
- 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.
- Possess a working knowledge of the principals of animal care including diet, housing of animals, preventative health care, and behavior of all animal species.
- Must be able to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Basic knowledge of veterinary medical emergency care.
- Must be able to detect symptoms of rabies and other illnesses.
- Must be knowledgeable and experienced in the restraint, transfer and confinement of a variety of animals in addition to understanding physical and behavioral characteristics of differing species of animals as well as different breeds.
- Must be able to use independent judgment, work with little supervision and maintain confidentiality.

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 office/clerical duties.

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

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

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 required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must lift and/or move up to 10 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. 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