

Animal Control Warden I Job Description



Job Summary

In the field, the Animal Control Warden I may educate the public on responsible pet ownership, ensure humane animal welfare, and enforce animal control local ordinances of Herrin and state statutes. Recommends appropriate solutions to animal services requests. Performs administrative tasks in an office setting.

Essential Functions

Prepares documentation and writes detailed reports on animal incidents. Utilizes computer applications to organize data into reports and monitors retention of documents.

Apprehends and transfers domestic animals as needed.

Assists other City departments and agencies; service calls may include house fires, auto accidents, arrests, and social services.

Performs euthanasia of sick/injured animals, as required.

Coordinates animal bites with County Animal Control Agencies by completing an initial investigation and report.

Assists in the development of procedures for the unit.

Prepares and delivers animal welfare programs and presentations.

Performs proper sanitation and maintenance of the animal retention facility and the animals housed. Medicates animals and provides shelter enrichment for animals.

Contacts and advises citizens regarding ordinance violations, issues citations as needed, and appears in court to testify, as required.

Investigates alleged animal abuse cases and animal complaint cases.

Acts as customer service contact and performs office administration tasks, as needed.

Acts as a shelter liaison in locating available space within welfare organizations for the unclaimed animals within the shelter.

Performs all other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of animal shelter practices and procedures.
- Knowledge of relevant Microsoft Office applications.
- Strong written and verbal communication skills.
- Strong problem solving and customer service skills.
- Ability to write reports.
- Ability to safely work with equipment and animals or perform procedures requiring extreme precaution.
- Ability to recognize symptoms of animal diseases or stress and to handle dangerous or injured animals.
- Ability to work independently.
- Ability to professionally handle situations involving high levels of emotion.

Required Credentials and Experience:

- High school diploma or equivalent.
- One to three years' experience in the care of handling animals and animal behavior.
- Valid Illinois Class D Driver's License.
- Humane euthanasia license required within one year of hire.

Preferred Credentials and Experience:

- Certified veterinary technician or associate degree in an animal related field.
- 2-4 years of experience in a similar role.

Salary Range: \$18-\$22/hour

Benefits: IMRF Pension,
Health Insurance, Vacation,
Clothing Allowance

Physical Demands

- Walk, stand or sit for an hour or more at a time (including driving).
- Pushing, pulling, bending, stooping, crouching, and crawling.
- Occasionally transport objects weighing more than 50 pounds.
- Operates communication equipment including phones, radio and e-mail.
- Operates office equipment.

Work Environment

- Regular exposure to noxious odors, fumes or airborne particles, toxic or caustic cleaners.
- Regular exposure to potentially volatile situations with animals, animal bites and scratches.
- Moderate to loud noise level.
- Work is performed indoors and outdoors with exposure to inclement weather, cleaning agents and chemicals, and animal waste.
- Regular travel to various locations throughout the City.

The duties listed above are representative of those performed by the position, but are not exhaustive nor exclusive of duties that may be similar, related, or a logical assignment to the position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change, according to the business needs of the organization.

The City of Herrin is an E.O.E.