

## **Champaign County Job Description**

**Job Title:** Animal Control Warden

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** April, 2004

**SUMMARY** Enforces the Illinois Animal Control Act and the Champaign County Ordinance regarding animals, rabies and related diseases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Investigates and captures animals suspected of being rabid

Conducts quarantine checks for rabies in biting animals.

Patrols for stray dogs for impoundment purposes.

Transport animals to the shelter.

Write up animals captured for fine purposes and identification.

Verifies claims of livestock killed by animals.

Enforces animal control ordinances.

Checks and cleans van and equipment and repairs when needed.

Issues dog tags.

Prepares general office reports and assists with clerical work.

Checks out money.

Attends court hearings

Answers telephone calls from officials and the public.

Picks up and maintains registration certificates from veterinarians for office usage.

Trains new Animal Control Wardens.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**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.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and six months' experience working with animals is desirable; or equivalent combination of education and experience. Requires thorough knowledge of animal behavior, animal control laws and skill in handling animals. Requires skill in driving an animal control van and in the use of various animal snaring equipment.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations and in demonstrating good public relation skills.

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

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License required.

**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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions; and is exposed to potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually quiet to moderate.

**Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.**