

# 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

**Pay Grade:** F

**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

Includes 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.
- Transports 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 can 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 any 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 Experience

- High school diploma or general education degree (GED) and six (6) months of experience working with animals is desirable or equivalent combination of education and experience.
- Thorough knowledge of animal behavior, animal control laws, and skills in handling animals.
- Skilled 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.
- Ability to effectively demonstrate 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 very few concrete variables in standardized situations.

### Certificates, Licenses, Registrations

- Valid Illinois Driver's License

## 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.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Sit.
- Climb or balance.
- Stoop, kneel, or crouch.
- Crawl.
- Lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- 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. The noise level in the work environment is usually quiet to moderate. While performing the duties of this job the employee is regularly exposed to:

- Outside weather conditions.
- Potentially volatile situations which can present risk of violence or injury.

## Notice

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 essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.