

# Champaign County Job Description

**Job Title:** Kennel Worker

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Non-Exempt

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

**Pay Grade:** D

**Prepared Date:** November 2004

## Summary

Responsible for intake of impounded animals, including the classifying, care, and handling of those animals.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Cleans and maintains kennel area of Animal Control Facility, in such a manner as to provide an odor free and low stress environment for the animals.
- Feeds and provides daily care for all animals in the County's care.
- Handles and controls animals impounded by Animal Control departments, including difficult to handle and/or potentially dangerous animals.
- Maintains records of animals impounded.
- Light cleaning of offices.
  - Emptying trash.
  - Mopping of floors.
  - Cleaning of restrooms.
- Assists with euthanasia of animals.

## 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).
- Six (6) months of experience working with animals is desirable.
- Thorough knowledge of animals handling skills, animal behavior, and animal care.
- Any equivalent combination of education and/or experience.

## Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information to co-workers and the general public.
- Considerable skill in the application of office methods and procedures.

## Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole number, 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 few concrete variables in standardized situations.

## Certificates, Licenses, Registrations

- Valid Illinois Driver's License
- Humane Euthanasia License or the ability to obtain such license within one (1) year.

## 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 moderate to occasionally loud.

While performing the duties of this job, the employee is regularly exposed to:

- Noxious odors, fumes, or airborne particles.
- Toxic or caustic chemicals.
- 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.