

Champaign County Job Description

Job Title: Senior Animal Control Warden

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Pay Grade: G

Prepared Date: March 2016

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.
- Writes 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. 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 registrations from veterinarians for office usage.
- Trains new Animal Control Wardens.
- Addresses the complaints from the concerning on-duty employees.
- Collects information on employee policy violations and reports directly to the Animal Control Director.

- In the absence of the Animal Control Director, Senior Animal Control Warden has the authority to approve expenditures, approve overtime, and euthanize animals.

Supervisory Responsibilities

This position has limited 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

- (Required) Thorough knowledge of animal behavior, animal control laws, and skill in handling animals.
- (Required) Skilled in the use of various animal snaring equipment.
- (Required) Skilled in driving an animal control van.
- (Preferred) One (1) to three (3) years of experience working with animals.
- (Preferred) High school diploma or general education degree (GED).

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.

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.

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 is usually loud.

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.