



**Nancy J. Boose, Human Resources Director**  
**County Board**  
**Vermilion County, Illinois**

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# **NOTICE OF JOB VACANCY**

**DATE:** November 20, 2017

**POSITION:** *Animal Control Officer*

**DEPARTMENT:** Department of Animal Regulations

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** IBEW

**BASIC FUNCTION:** Performs duties necessary for the proper enforcement of the Illinois Animal Control Act, Illinois Humane Care Act and County Ordinance.

**DESIRED REQUIREMENTS:** Requires high school diploma or GED and must have valid driver's license.

**STARTING SALARY:** \$25,353 (now through 11/30/17)  
\$26,114 (after 12/1/17)

**APPLICATION PERIODS:** November 20 - 28, 2017 (Internal)  
November 29, 2017 until position is filled (External)

**METHOD OF APPLICATION:** Apply in person to:

Human Resource Department  
County Board Office  
Vermilion County Courthouse Annex  
6 N. Vermilion Street, Rm 310  
Danville, IL 61832

Applications available on-line at [www.vercounty.org](http://www.vercounty.org)

AA/EOE

## POSITION CLASSIFICATION DESCRIPTION

**ANIMAL CONTROL OFFICER**  
**DEPARTMENT ANIMAL REGULATION**

**BARGAINING UNIT: IBEW**

### **DISTINGUISHING FEATURES OF WORK:**

Directly responsible to the Director, performs necessary duties for the proper enforcement of the Illinois Animal Control Act, Illinois Humane care Act and County Ordinance.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

01. Investigates complaints of general public concerning animals believed to be rabid, and, if necessary, captures the animal for tests.
02. Investigates complaints of general public of biting animals; captures animals and quarantines same for rabies check.
03. Investigates complaints of stray animals and captures same for impoundment.
04. Performs general enforcement of the Illinois Animal Control Act.
05. Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated.
06. Informs persons penetrating inhumane acts of laws and penalties for violations.
07. After completion of all state requirements, acts within a peace officer capacity for the Department of Animal Regulations.
08. Writes reports of activities.
09. Assist in the operation of the Animal Shelter, including, but not limited to, clean cages and pens; examine animals for signs of illness and treat according to instructions; conduct minor shelter maintenance duties; and feed and water animals.
10. Performs other duties as required or assigned.

**DESIRABLE REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **01. EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); one to three months related experience and /or training; or equivalent combination of education and experience.

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### 02. LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### 03. MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### 04. REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### 05. CERTIFICATES, LICENSES, REGISTRATIONS

This job requires at least a Class D 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include peripheral vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date

Chairman, Vermilion County Board