



Nancy J. Boose
Human Resources Director
Vermilion County Board

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NOTICE OF JOB VACANCY

DATE: December 29, 2017

POSITION: *Kennel Worker*

DEPARTMENT: Animal Regulation

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW

BASIC FUNCTION: Cleans animal pens and cages; feeds and waters animals; assists public in adopting pets.

DESIRED REQUIREMENTS: Requires working knowledge and sincere love of animals and ability to deal with general public; and ability to learn how to operate the equipment pertaining to class specifications. Some weekend and holiday work required.

STARTING SALARY: \$ 21,792

REQUIRED TESTING: None

APPLICATION PERIODS: December 29, 2017 – January 5, 2018 (Internal)
January 8, 2018 until position is filled (External)

METHOD OF APPLICATION: Apply in person or send to:

Human Resources
Vermilion County Board Office
6 N. Vermilion Street, Rm 310
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org

EEOP Utilization Report available for public viewing at www.vercounty.org

AA/EEO

POSITION CLASSIFICATION DESCRIPTION

KENNEL WORKER

DEPARTMENT ANIMAL REGULATION
BARGAINING UNIT: IBEW

DISTINGUISHING FEATURES OF WORK:

Directly responsible to the Animal Regulations Director, performs necessary duties to insure that the County Animal Shelter is in compliance with Illinois Animal Welfare Act.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Clean all pens and cages daily.
2. Adequately feed and water all the animals.
3. Keep accurate records of all animals brought in and adopted out.
4. Assist public in selecting pets to be adopted.
5. Conducts minor maintenance duties.
6. Keeps shelter in an attractive condition.
7. Performs other duties as required or assigned.

DESIRABLE REQUIREMENTS:

Education and Experience

01. Requires graduation from high school or GED; one to three months related experience and/or training; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

01. Requires working knowledge of animals and requires ability to learn how to operate the equipment pertaining to the class specifications.

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.