Animal Services Officer

Date: March 9, 2020

Department: Animal Services

Location: Belvidere, Illinois

Pay: $13.80 DOQ

Pay Type: Hourly

Employment Type: Full Time

SUMMARY:
This position enforces all Illinois and Boone County ordinances pertaining to animal control as designated by Boone County. The position also works with the public to identify and address animal control issues that arise. The County is seeking an individual who has good communication and customer service skills. Additionally, the individual must have a proven successful record of independent judgment and be flexible with working in a variety of environments.

DUTIES AND RESPONSIBILITIES:
This person will be responsible for variety of tasks including receiving and responding to public complaints, investigations, issuance of citations, patrolling assigned areas to capture stray animals, cleaning and maintaining kennel areas, feeding animals and operating animal control equipment. Other duties may and will be assigned. This position does include weekends and some holidays and assigned after hours on call. This position reports to the Operations Supervisor.

QUALIFICATIONS:
This position requires knowledge of animal behavior, animal control laws and animal handling skills. Requires skill driving animal control vehicle and handling of animal control equipment. Valid driver’s license is required. This person must have some animal handling experience and good public communication skills, work independently and also as a team player. This position requires extensive knowledge of animals, especially dogs and cats. Experience working in a related position is a plus.

PHYSICAL DEMANDS:
This position requires extensive physical demands. Job duties could require frequent standing, walking, and use of hands. Must have the ability to lift a minimum of 50 pounds. Occasionally, candidate may be required to lift and/or move up to 100 pounds.

WORK ENVIRONMENT:
A Combination of office, kennel and field work. Exposure to disagreeable elements such as heat, cold, dampness, fumes, dust, or noise may occur.
EDUCATION AND/OR EXPERIENCE:
Candidates must possess a high school diploma or general education degree (GED). Experience in an animal related field or law enforcement preferred.

This position is 40 hours per week with a starting wage of $13.80 per hour DOQ. This is a union position. Boone County offers an excellent benefits package including health, dental, retirement, and vacation.

Applications are available on the County’s website. Please submit completed application, resume, and cover letter to:

Boone County Administration Office
1212 Logan Ave, Suite 102
Belvidere, IL 61008
dstreed@boonecountyil.org

Completed applications must be received by March 23, 2020.

EOE