



## POSITION OPENING

**POSTING DATE:** December 17, 2020  
**DEPARTMENT:** Animal Control  
**POSITION TITLE:** Kennel Service Technician  
**AFFILIATION:** Union: Teamsters Unit B  
**GRADE:** 11  
**HOURS:** Full-Time (37.50 Hrs. /Wk.)  
**WAGE:** \$14.53-\$18.17/HR

**APPLICATION DEADLINE:** January 1, 2021

Interested candidates should submit a cover letter, resume, Tazewell County job application and contact information to:

Tazewell County Animal Control  
Attn: Libby Aeschleman, Animal Control Director  
21314 State Route 9  
Tremont, IL 61568

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer



## Tazewell County Job Description

**Job Title:** Kennel Services Technician  
**Department:** Animal Control  
**Reports to:** Animal Control Director  
**FLSA Status:** Non-Exempt  
**Affiliation:** Union – Teamsters  
**Grade:** 11  
**Prepared Date:** July 18, 2014

**SUMMARY:** *The Kennel Services Technician assists the Kennel Services Manager with the day-to-day operations of the animal shelter in accordance with federal and state law, local ordinance, and organizational policy; provides administrative support to the Animal Control Director as required. This position performs a variety of tasks to provide adequate food, medication and a clean, safe environment for animals in the kennel; assists the general public within the shelter; and implements the policies of the adoption program. The Kennel Technician is responsible for the daily cleaning of the animal shelter, as well as maintaining the outside perimeter of the building.*

**JOB RELATIONSHIP:** Under the direct supervision and direction of the Animal Control Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned to meet business needs.

Provides adequate food and water for animals in the kennel and maintains cages in a clean and sanitary manner.

Handles a variety of species of animals including fractious and vicious animals on a continual basis. Ensures the safety of other animals, and self by following safety protocols at all times.

Assists with the implantation of microchips into pets for permanent identification utilizing an injector needle. Reads implanted chips utilizing a handheld device/scanner. Administers medication, vaccinations, and other procedures to insure the animal's health.

Assists in health exams to include; weighs, takes temperature and assesses age of animals; checks breed, sex and teeth of animals.

Assists in performing euthanasia including, lifting, holding and/or restraining animals as needed.

Disposes of animal carcasses.

Monitors the animals and reports any unusual behaviors, symptoms, or illness.  
Bathes animals in preparation for showing for adoption or for going home.

Answers telephone inquiries regarding specific animals and the operation of the kennels.

Escorts pet owners back to kennel area to identify and/or reclaim pets, some of which may be injured or dead.

Receives incoming animals that are surrendered by the public.

Adheres to animal shelter standard operating procedures and protocol for animal care, cleaning, kennel maintenance, and disease control.  
Maintains a humane and caring attitude towards animals at all times in the care of the shelter.

In absence of the Kennel Services Manager, monitors quarantine of bite animals; assists veterinarian in euthanasia and examination of the animals; interviews potential adopters.

**SUPERVISORY RESPONSIBILITIES:** No Supervisory Duties

**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.

Ability to establish and maintain effective working relationships with others.

Ability to work in a stressful environment, diffuse stressful situations, and manage multiple tasks simultaneously.

Must have proficiency in use of database technology and use of networked computer systems.

Must be knowledgeable in the proper use of grammar, spelling, and punctuation and able to communicate both orally and in writing.

Must have ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Must have excellent organization and record keeping skills.

Must have basic problem-solving skills and be able to handle multiple tasks with interruptions.

Must be familiar with office equipment: copier, multi-line phones, fax machine, two-way radio, cameras, computer, etc.

Must be able to elicit information from irate, upset, and anxious callers.

Possess a working knowledge of the principals of animal care including diet, housing of animals, preventative health care, and behavior of all animal species.

Knowledge of animal control, and animal law enforcement.

Requires the ability to obtain information and give clear, tactful explanations of established policies and regulations of some complexity

Must be able to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Basic knowledge of veterinary medical emergency care.

Must be familiar with the following equipment and materials: copy machine, multi-line phone, computer, cleaning equipment, vaccination needles, micro-chips, thermometer, microscope, digital camera, control stick, live capture traps, cat graspers, squeeze cages, snake snares and other commonly known animal capture equipment.

Must be able to detect symptoms of rabies and other illnesses.

Must be knowledgeable and experienced in the restraint, transfer and confinement of a variety of animals in addition to understanding physical and behavioral characteristics of differing species of animals as well as different breeds.

Must be able to use independent judgment, work with little supervision and maintain confidentiality.

**EDUCATION and /or EXPERIENCE:** High school diploma or general education degree (GED) with one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**CERTIFICATES, LICENSES, REGISTRATIONS:** May be required to cross train for other positions at Animal Control that require a certificate.

**REASONING ABILITY:** Ability to carry out detailed written or oral instructions and to deal with different situations requiring the use of deduction to solve the problem.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence and to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

**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

sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant 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. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate to loud.

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*