

# WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING  
UNIT**

**STEP AND GRADE:  
8**

**DATE LAST PRINTED:  
September 14, 2011**

**JOB TITLE: ANIMAL SERVICES OFFICER**

**956A**

## **Summary of Responsibilities**

Under direction of the Animal Services Director answers call regarding animals which are sick, injured, stray, abused, etc. and investigates by checking and updating dogs for current rabies vaccinations. Enforces State and Local Animal Control ordinances.

## **Illustrative Examples of Work**

1. Answers and investigates calls relating to animals that are loose, injured, stray, abused, etc., and impounding animals when necessary.
2. Apprehends and impounds animals as necessary.
3. Investigates animal bites by verifying animal vaccination and registration.
4. Enforces Animal Control Acts and Ordinances by issuing citations to violators.
5. Sanitizes County's vehicle that requires handling of hazardous chemicals.
6. Assists State and local law enforcement agencies, Fire, Health, and Forest Preserve in necessary incidents.
7. Maintains records, prepare reports, investigates, prosecutes and testifies in Court.
8. Performs all duties in accordance with County policies and procedures.
9. Performs other duties as required or assigned.
10. Regular attendance is required, overtime as needed/scheduled.

## **Education and Experience**

- Completion of four years of high school or general education.
- Previous work experience in a self-directed work environment.
- Requires one year of experience in an animal related field.
- Requires possession of a valid, violation free Illinois Driver's License.
- Experience in law enforcement is preferred.
- Requires knowledge of safety practices concerning handling of animals.

## Abilities

- Requires excellent verbal and written communication skills.
- Requires the ability to remain calm and decisive under stressful situations. Requires the ability to establish priorities under critical timelines.
- Requires the ability to prepare a complete and accurate/detailed records and reports.
- Familiarity of streets, roads, and travel routes within Winnebago County is preferred.
- Must be able to read maps.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- Must be available and able to work various shifts, including nights, holidays, and weekends; work on an on-call basis; work irregular job assignments.
- Requires ability to move up to 75 pounds.
- Requires preventive rabies vaccination.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.