

DeWitt County  
Job Description

Job Title: Office/ Kennel Assistant

Department: Animal Control

Report To: Animal Control Administrator

FLSA Status: Nonexempt

Prepared by: Public Safety Committee

Prepared Date: J a n u a r y 1 2 , 2 0 2 3

Approved Date: J a n u a r y 1 2 , 2 0 2 3

**Summary:**

Under supervision of Animal Control Administrator

**Essential Duties and Responsibilities include the following:**

1. Daily, through cleaning of all animal areas, including inside/outside runs, cat areas, floors, dishes, bedding.
2. Spot cleaning of animal and public areas throughout the day.
3. Doing laundry, dishes, washing windows, cleaning and mopping public areas as needed.
4. Providing a healthy, safe, clean and pleasant environment and facilities for the animals and the public.
5. Promoting a humane and caring attitude toward animals.
6. Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
7. Assisting in the vaccination, examination, performance of medical treatments, and, euthanasia as needed.
8. Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
9. Working courteously and cooperatively with other staff members.
10. Stocking supplies
11. Filling in for other areas and performing other tasks/ functions as needed, including helping out at special events.
12. Assist administrator with enforcement activities in accordance with the Illinois Animal Control Act, Animal Welfare Act and Humane Care for Animals Act and county/municipal code and ordinances.
13. All other duties as assigned.

**Specific Job Skills:**

1. Assist administrator with preparing and maintaining reports and files; daily animal impounds, monthly and yearly shelter reports, reclaimed and adopted animals.
2. Collects reclaim and adoption fees at the animal shelter.
3. Work closely with other animal shelters, humane societies, and animal rescue organizations.
4. Good interpersonal, communication, customer service, and time management skills essential.
5. Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.

6. Ability and initiative, working with minimal supervision and direction.
7. Maturity, good judgement and a professional personal appearance.
8. Ability to read, write and understand English required.
9. Ability to identify problems or patient conditions (medical and behavioral) that need to be brought to the attention of the immediate supervisor or the veterinary technician.
10. Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.
11. Familiarity with animals, knowledge of animal behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare programs.
12. Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.

**Education and/or Experience:**

High school diploma or a general education degree {GED}. Plus one year of public work preferred.

**Certificates, Licenses, Registrations:**

Possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law. Obtain National Animal Care & Control ACO 1 & ACO 2 certification within 90 days of hire date. Other training as deemed necessary by the Public Safety Committee.

**Physical Requirements:**

1. Physical ability to walk, run/ or stand on your feet throughout a normal work day.
2. Employee is required to frequently sit and use hands to finger, handle, or feel.
3. Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
4. Physical ability to lift, load/ unload 50 pounds regularly throughout normal workday required.

**Work Environment:**

1. Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.
2. Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some morning and or evening meetings/classes.