

**County of Grundy  
Job Posting**



**Date of Posting:** January 14, 2022  
**Applications Accepted:** Posted until filled  
**Job Title:** Warden  
**Department:** Animal Control  
**Reports To:** Animal Control Administrator  
**FLSA Status:** Full-Time, Non-Exempt, On Call Rotation

**SUMMARY**

Enforces the Illinois Animal Control Act and the Grundy County Ordinance regarding animals, rabies and related diseases, will assist the animal adoption process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following - Other duties may be assigned)**

1. Maintains cleanliness using disinfectants and various cleaning equipment in accordance with disease control requirements to ensure compliance with the Animal Welfare Act.
2. Investigates and captures animals suspected of being rabid.
3. Conducts quarantine checks for rabies in biting animals, and will transport rabies specimens to testing sight.
4. Maintains shelter equipment and minor repairs caused by normal use of the facility.
5. Patrols for stray dogs for impoundment purposes.
6. Transport animals to the shelter.
7. Admit and register animals in accordance with department policy to include establishing impound fees and provide supporting documentation for capture.
8. Enforces animal control ordinances.
9. Checks and cleans van and equipment and repairs when needed.
10. Issues dog tags.
11. Prepares general office reports and assists with clerical work.

12. Attends court hearings.
13. Answers telephone calls from officials and the public.
14. Picks up and maintains registration certificates from veterinarians for office usage.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and three months experience working with animals is desirable; or equivalent combination of education and experience. Requires thorough knowledge of animal behavior, animal control laws and skill in handling animals. Requires skill in driving an animal control van and in the use of various animal snaring equipment.

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations and in demonstrating good public relation skills.

#### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Illinois Driver's License required.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent will be required to work a changing schedule, including weekends.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is frequently exposed to wet and/or humid conditions.

The noise level in the work environment is usually loud.

**RESIDENCY REQUIREMENT**

Candidates must live in Grundy County.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with “ANIMAL CONTROL WARDEN” in the subject line or mail to Grundy County Administration, Attn: Human Resources, 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*