

City of Salem Request for Resumes for Position of Animal Control Officer

City Mgr of Salem, Illinois requests resumes for the position of Animal Control Officer, a new full-time position (40 hrs per week). Applicants shall be able to perform duties related to: investigation and enforcement of animal abuse and control laws and ordinances; animal handling and capture; becoming certified as a Humane Investigator and with LEADS; venipuncture testing and care for animals held at the City facility. Applicants shall have an ability to effectively communicate verbally and in writing, and have a valid driver's license. Salary DOQ; person filling the position will qualify for health insurance coverage and IMRF pension coverage. A full job description is available on salemil.us or by contacting City Mgr. Resumes to be submitted no later than 4 pm July 13. Resumes may be submitted to Bill Gruen, City Mgr, 101 S Broadway, Salem, IL 62881; ctymgr@salemil.us.

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City of Salem, Illinois
Animal Control Officer

- Administrative Duties:
 - Network with representatives of the Marion County State’s Attorney’s Office Animal Abuse Task Force, the Illinois Department of Agriculture, the Illinois Department of Natural Resources, Local Veterinarians, the Illinois Animal Control Association, and Animal Control training agencies
 - Submit documentation for grants
 - Submit documentation for licensure
 - Submit documentation to the City for statistical purposes
 - Account for animal control expenditures and maintaining the proper documentation
 - Arranging training for all Animal Control staff

- Enforcement Duties:
 - Investigate and enforce violation of State Laws and City Ordinances regarding Animal Abuse/Neglect
 - Issue written notification and/or citations for violations
 - Provide follow-up with all parties involved in Criminal Investigations
 - Complete documentation in animal seizure incidents
 - Collect evidence as necessary
 - Submits proper documentation for “Dangerous” and “Vicious” dog declarations
 - Attend and/or testify in court proceedings
 - Investigate and investigate contagious disease violations
 - Investigate all animal bites
 - File documentation with the Marion County Animal Control Administer, the Marion County Health Department, the City Attorney, and the Marion County State’s Attorney’s Office as required
 - Investigate violations of the Animal Control Facility Adoption/Reclamation program
 - Complete reports using the Police Department’s RMS to document all incidents and animal complaints
 - Patrol the city looking for violations of Animal Abuse/Neglect
 - Patrol the city for stray, injured, or sick animals.
 - Meet with members of the public to resolve complaints and provide education

- Ability to perform the duties of the Animal Control Warden, Animal Control Facility Assistant, and Kennel Attendant.

- Performs other duties as required or assigned.

Position Requirements:

- Certification as a Humane Investigator through the Illinois Department of Agriculture
- Ability to become LEADS certified

- Ability to become appropriately trained to use a tranquilizer gun, bite stick, and other advanced animal capturing equipment.
- Better than average knowledge of dog or cat behavior and care. Excellent dog or cat handling skills. Ability to handle difficult people and situations.
- Work harmoniously and effectively with staff members and in conjunction with the policies and procedures.
- Knowledge of common diseases, their symptoms and means of transmission, administration of oral medications, assessment of change in animal status
- Knowledge of cleaning and disinfecting methods and proper uses of materials and equipment
- Knowledge of proper animal capture, restraint and animal restraint equipment.
- Ability to perform a full range of semi-skilled and skilled tasks involved in general custodial and building maintenance.
- Possession of an Illinois Driver's License
- Possess excellent oral and written communication skills
- Ability to communicate via two-way radio
- Ability to learn how to perform venipuncture to complete Feline Combo and Heartworm testing.
- Advanced animal handling and veterinary care preferred. i.e. Veterinary Technician
- Ability to oversee the Animal Control Facility.
- Ability to inject microchips and use a microchip reader

Physical Requirements and Work Environment:

- Work is performed in a shelter, office and outdoor environment
- Frequent bending, reaching, squatting and kneeling required while performing job function
- Typical shift requires long periods of standing and walking
- Must be able to lift a minimum of 40 pounds
- Work is subject to frequent interruption
- Exposure to cleaning agents and allergens
- Exposure to zoonotic disease
- Subject to work weekends and holidays
- Subject to work outside in a variety of weather conditions
- Subject to loud/frequent noise
- Subject to exposure of dangerous and fractious animals, animal bites and scratches
- Subject to exposure of dangerous individuals
- Handle dogs weighing up to 150 lbs.
- Learn to administer medications and recognize abnormal conditions. Understand and carry out oral and written directions
- Subject to call-outs after hours