

Kendall County Job Description

TITLE: Kennel Technician
DEPARTMENT: Animal Control
SUPERVISED BY: Kennel Manager and Animal Control Officer
FULL TIME/PART TIME: Full Time or Part Time
FLSA STATUS: Non-Exempt
REVISED/APPROVED: March 20, 2024

I. Position Summary:

Under the supervision of the Kennel Manager and Animal Control Officer, this position is responsible for maintaining the cleanliness and security of the Animal Control facility and for the care and safe handling of animals in the custody of the Kendall County Animal Control.

II. Essential Duties and Responsibilities:

The essential duties for this position shall include, but are not limited to the following:

- A.** Cleans and maintains animal shelter.
- B.** Ensures kennel cages and runs are kept clean and in good repair.
- C.** Cleans, monitors, and stocks inventories and kennel food supply.
- D.** Maintains and inventories vaccine stock.
- E.** Performs routine maintenance of animals such as cleaning, feeding and watering.
- F.** Monitors the behavior of kennel animals.
- G.** Seizes, impounds, and transports animals.
- H.** Safely handles and controls impounded animals including, but not limited to difficult to handle and potentially dangerous animals.
- I.** Administers vaccines, medications, and microchips to animals, as directed.
- J.** Assists with intake, adoptions, and reclaiming of animals.
- K.** Answers telephones and performs other customer service related activities such as replying to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, and lost animals/pets.
- L.** Performs behavioral assessments including temperament testing of animals.
- M.** Reports to the Kennel Manager, Animal Control Director and Administrator/Veterinarian any potential health and/or behavioral problems involving the animals in Kendall County's care.
- N.** Performs data entry using integrated case management software.
- O.** Prepares and maintains records regarding or relating to impounded animals.
- P.** Drafts routine correspondence and other Animal Control Department documents.
- Q.** Must attend special events both during and after regular business hours.
- R.** Must be able to operate Kendall County vehicles and to drive to offsite locations to perform assigned job duties.
- S.** Complies with all applicable state and federal laws and regulations.
- T.** Complies with all applicable state and County policies and procedures.
- U.** Maintains regular attendance and punctuality.
- V.** Must perform duties on-site both during and after regular business hours.
- W.** Performs other duties and responsibilities as assigned.

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III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
- Ability to communicate effectively in writing and over the telephone.
- Ability to listen and understand information and ideas.
- Excellent people skills and detail-oriented.
- Requires a proficient understanding of the English language, spelling, and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to count money and make correct change.
- Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.

C. 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.

D. Certificates, Licenses, Registrations:

- Must have and maintain a valid driver's license.
- Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

- Ability to excel under pressure and in stressful situations.
- Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.
- Ability to carry out duties with minimal supervision.
- Ability to maintain confidentiality.

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- Displays a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Must be a team player committed to working in a quality environment.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, and Chameleon software products.
- Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
- Skills in operating a personal computer, facsimile machine, and telephone.

F. Education and Experience:

- A minimum of a high school diploma or GED equivalent is required.
- At least six (6) months of prior computer experience is required.
- A minimum of at least one (1) year of prior animal handling experience.
- A minimum of at least one (1) year of prior animal medical experience.

G. Physical Demands:

While performing the essential duties of this position, the employee must be able to do the following:

- Frequently sit for long periods of time at a desk;
- Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals;
- Frequently lift and/or move up to 50 pounds, including live animals;
- Handle large, active, aggressive, and/or vicious animals;
- Reach, push and pull with one and/or both hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Operate Kendall County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other locations to perform assigned responsibilities.

VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to the following work conditions:

- Inside and outside environmental conditions, subject to all weather elements, including extreme weather conditions;
- All lighting conditions including, but not limited to daylight and night/low light, with and without artificial light available, indoors and outdoors;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy;
- Must be able to perform all assigned job duties during normal business hours and outside of normal business hours;

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- May be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public.
- Must have flexibility to work during normal business hours, outside of normal business hours, weekends, and holidays;
- Continuously exposed to animals, animal noises, hair/dander, and smells, including industrial cleaning products.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee