



**Nancy J. Boose, SHRM-SCP**  
**Human Resources Director**  
**Vermilion County Board**

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## **NOTICE OF JOB VACANCY**

**DATE:** December 6, 2023

**POSITION:** *Kennel Worker (2 positions available)*

**DEPARTMENT:** Animal Regulation

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** IBEW

**BASIC FUNCTION:** Cleans animal pens and cages; feeds and waters animals; assists public in adopting pets.

**DESIRED REQUIREMENTS:** Requires working knowledge and sincere love of animals and ability to deal with general public; and ability to learn how to operate the equipment pertaining to class specifications. Some weekend and holiday work required.

**STARTING SALARY:** \$ 35,107

**APPLICATION PERIODS:** December 6 -12, 2023 (Internal)  
December 13, 2023 until position is filled

**METHOD OF APPLICATION:** Apply in person or send application and resume to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEO Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EEO**

*County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.*

## POSITION CLASSIFICATION DESCRIPTION

KENNEL WORKER

DEPARTMENT ANIMAL REGULATION  
BARGAINING UNIT: IBEW

### DISTINGUISHING FEATURES OF WORK:

Directly responsible to the Animal Regulations Director, performs necessary duties to insure that the County Animal Shelter is in compliance with Illinois Animal Welfare Act.

### ILLUSTRATIVE EXAMPLES OF WORK:

1. Clean all pens and cages daily.
2. Adequately feed and water all the animals.
3. Keep accurate records of all animals brought in and adopted out.
4. Assist public in selecting pets to be adopted.
5. Conducts minor maintenance duties.
6. Keeps shelter in an attractive condition.
7. Performs other duties as required or assigned.

**DESIRABLE REQUIREMENTS:** 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); one to three months related experience and /or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret general business periodicals, professional journals, procedure manuals. Ability to write reports and complete record forms. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**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

**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; use hands to finger, handle or feel; reach with hands and arms; and stoop kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 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 peripheral vision and depth perception.

**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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

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In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

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Date

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Chairman, Vermilion County Board