

City of Du Quoin

Animal Control Officer

Description:

Animal Control Officer is a part-time, administrative position that requires a combination of office and fieldwork in the corporate limits of the City of Du Quoin. The purpose of this position is to protect public health and safety through enforcement of City and State animal control laws. Animal Control Officer also requires interpersonal and relationship skills as this position will be in contact with the public in a variety of situations. Animal Control Officer will be appointed by the Mayor with consent of the City Council and report to the Fire and Police Commissioner.

Specific duties and responsibilities of the position include, but are not limited to the following:

Duties and Responsibilities:

Animal Control Officer will:

- Enforce City codes and tasks related to the care and control of animals in the corporate limits of Du Quoin
- Answer calls and complaints, conduct investigations, gather information, and issue citations for violations of animal regulations
- Conduct animal rescues and investigate abuse
- Write reports on violations, maintain records, and notify involved persons
- Provide Court testimony against persons cited for violations
- Pick-up dead animals

To do this job successfully, an individual must satisfy the following qualifications:

Qualifications:

- Must possess valid Driver's License and Firearm Owners Identification Card (FOID)
- Knowledge of animal restraint and behavior
- Knowledge of basic law enforcement principles and procedures such as search and seizure and gathering evidence
- Ability to work independently and problem solve using best judgment
- Ability to assemble information and produce reports using word processing software
- Ability to work call outs at all times
- Meet physical requirements demanded in the description above, including lifting and moving up to 100 pounds