

Animal & Rabies Control Officer

Reports To: Jackson County Board

Job Summary: The Office of Animal & Rabies Control of Jackson County is concerned with human safety, the welfare of animals (Domestic & Wild), promoting responsible pet ownership, livestock husbandry, and community responsibility in these areas.

Supervision: Legislative & Public Safety Committee and County Board Chair

Essential Functions:

1. Enforce Illinois State Statutes and Jackson County Ordinances regarding rabies and animal control.
2. Consult with the Animal Control Administrator/Veterinarian should procedural questions arise in day-to-day conduct.
3. Cooperate with/assist local corporate body animal control agencies (in a mutual aid fashion) to accomplish the established goals in their communities.
4. Investigate animal bites and determine circumstances of bite. Prepare bite reports on incident. Confine and/or quarantine (Veterinarian or Home quarantine) domestic animals. Euthanize or dispatch "Wild Animal" which has bitten and submit specimen to Illinois State Public Health Laboratory; Suspicious non-biting animals also prepared for test. Contact victim with information regarding advice on post-bite treatment and release from quarantine or testing results; refer to physician or Health Department if positive. Trap or attempt to locate unknown source animals.
5. Stray or non-owned animal at large: Attempt to identify owner, give warning ticket, capture and transport non-owned animals or non-identified strays to Humane Society for impoundment- Impoundment form (FEE) and Warning Ticket. Contact owner of tagged animal if possible.
6. Attempt to capture/destroy vicious animals if necessary and present imminent threat to public.
7. Livestock at large: Contact owner/advise and provide information regarding Illinois State Statutes (Domestic Animals Running at Large Act). If becomes a continuing/chronic problem work with Illinois Department of Agriculture Inspector regarding confiscation and/or filing charges.
8. Distribute approved Illinois Department of Agriculture, rabies tags and certificates to veterinarians.
9. Collect and file vaccination certificates and tag fees on a regular basis. Order vaccination tags and certificates.
10. Provide information and education for the public concerning rabies and animal control.
11. Patrol Jackson County to enforce the rabies vaccination requirements of the State of Illinois and Jackson County.
12. Establish and promote Rabies Vaccination Clinics on a yearly basis in various parts of Jackson County. If an acute problem occurs, set up emergency rabies vaccination clinics.
13. Assist communities with prophylactic measures and vaccination enforcement should an outbreak of rabies occur in the animal population.
14. Respond and file report on Livestock Depredation by Canids in Jackson County.
15. Investigate livestock loss claims. Prepare reports and photograph damages.

16. Respond to citizen complaints of nuisance wildlife and domestic animals with required response. Give prepared information pamphlet on barking dogs' nuisances. Give prepared information pamphlet and refer to Illinois Department of Natural Resources for Nuisance Removal Permit for Wildlife Nuisances.
17. Trap nuisance animals if necessary.
18. Prepare Illinois Department of Natural Resources yearly report on wildlife permit.
19. Investigate and report on complaints regarding animal cruelty or abuse. Contact owners within 48 hours and give notice of complaints. Confiscate animals or collaborate with Illinois Department of Agriculture on same.
20. Investigate citizen complaints. Respond to "Running at large off of property and not under control or supervision" citizen complaints. Provide information to owners and complainants regarding Illinois State Statutes and Jackson County Ordinance.
21. Issue complaint statements. Prepare and send required letters with notice of "Apparent Violation"
22. Issuance of citation/court appearances. Notify and supply States Attorney with required information.
23. Impound animals involved with criminal arrests by Sheriff Department.
24. Respond to Animal Bites where no known owner or viciousness of attack precludes delay in handling.
25. Respond to "Sick" or "Injured" animal complaints where delay in handling may create undue or prolonged pain or suffering. Euthanize or transport to veterinarian (known owner) or Humane Society of Southern Illinois.
26. During emergencies, coordinate with Jackson County EMA, IEMA, Emergency Management officer and Disaster Mobile Unit. Coordinates plans with the Emergency Management agency coordinator during a natural disaster.
27. Prepare reports on activities/finances and yearly budget.
28. Maintain animal control vehicle and equipment.
29. Attend yearly or annual training seminars relevant to duty performance as required by Illinois State Animal Control Act.
30. Other duties as may be assigned

Minimum Qualifications:

1. Bachelor's degree in animal related field or Associate degree with two years' experience with animals.
2. Valid Illinois Driver's License
3. Able to deal with the public efficiently and effectively
4. Jackson County residency preferred