

Animal Control Warden

Job Description

As part of its service to the community, The Adams County Animal Control Warden (ACW) under the direction of the Adams County Rabies Administrator handles complaints regarding animals. In responding to such complaints, it is the goal of the ACW to protect the community from those animals that constitute a nuisance or are dangerous or vicious animals, while at the same time, protecting animals from cruel treatment or neglect. To meet this goal the ACW and the Sheriff's Office will enforce the provisions of the county code pertaining to the control of animals.

The ACW under the direction of the Adams County Rabies Administrator will be responsible for providing assistance with animal control and for the enforcement of animal regulations in a humane manner and in accordance with applicable state laws and county ordinances.

Animal Control Warden Job Duties:

- A. Reside in Adams County, IL
- B. Must have a valid driver's license
- C. Maintain a list of dangerous and vicious dogs and distribute this to the Police Department, Sheriff's Office, Fire Departments and other agencies as specified by the Sheriff;
- D. Pick-up, transportation and impoundment of stray animals.
- E. Investigate animal cruelty and abuse cases;
- F. Respond to and investigate all animal nuisance calls;
- G. Respond to sick, injured or rabid animals calls;
- H. Respond to all animal bites to humans and complete animal bite reports, confinement orders and animal surrender orders;
- I. Ensure state statute quarantine and confinement requirement are met on all animal bites;
- J. Work directly with the Adams County Rabies Administrator on all animal bite to humans.
- K. Disseminate rabies tags to veterinarians and maintain a rabies tags database;
- L. Collect and document rabies tag fees from veterinarians and deposit fees with the Adams County Treasurer.
- M. Assist law enforcement and emergency services with animal related incidents;
- N. Respond to and investigate animal complaints that pose an immediate threat to public safety or the safety of an animal, such as aggressive animals or animals running at large;
- O. Investigate complaints of animal cruelty or abuse where the animal needs immediate attention;
- P. Dispatch an animal when such animal is in a condition to do personal injury to others, damage property or to prevent the animal from suffering;
- Q. Issuance of a notice of violation or arrest citation for violations of county code or state statute;
- R. Respond to calls for service where a wild animal(s) is in a space that is or can be reasonably inhabited by human beings. (Example: bats in residences, raccoons in residences in the living spaces where people typically occupy).
- S. Maintain impoundment procedures with the county designated animal shelter.