

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



719 Batavia Avenue
Geneva, Illinois 60134
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www.countyofkane.org

Job Addendum October 30, 2024

KANE COUNTY ANIMAL CONTROL

Kennel Assistant \$16.00/HR 40HR/WK, Occasional Holidays

Geneva Location: The Kennel Assistant performs animal care functions under the direction of the Shelter Program Office Manager. Responsibilities include but are not limited to the following according to shelter protocols and policies: cleans shelter kennels and cages, feeds and exercise animals, utilize commercial grade laundry and dish sanitizing equipment; writing skills for documentation; assisting with animal behavior assessments and assisting with reclaim and animal adoptions. *Additionally this position may require some weekend and evening hours.* **Requirements:** High School diploma or equivalent. Previous experience working within a shelter or animal control facility. Interest in animals and knowledge of various breeds expected. Ability to learn body language and animal communication styles. Computer experience for data entry and look up functions. Customer service skills required. Ability to lift 50 lbs. (dog food bags, animals). Valid Illinois driver's license, current certificate of vehicle insurance. **Application deadline: Open until filled.**

**Kane County Employment application, cover letter, resume and references to:
Kane County Department of Human Resource Management
719 S. Batavia Ave, Room 312
Geneva, IL 60134**

Email: hrmcorrespondence@co.kane.il.us

Download employment application at: www.countyofkane.org

Applicants must submit to a criminal background check.

EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.