



# FULTON COUNTY SHERIFF'S OFFICE

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268 W. Washington Ave.  
Lewistown, IL 61542  
Telephone (309) 547-2277  
Fax (309) 547-2355

Jon Webb  
Sheriff

## EMPLOYMENT NOTICE

The Fulton County Sheriff's Office will accept applications for a part-time Animal Control Kennel Assistant. The location of this position is at the Humane Society of Fulton County in Canton, IL.

The position is essential for the welfare and care of the animals housed at the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- keeps kennel area and office area clean
- answers phone calls
- waits on walk in traffic to the facility
- assists in general office duties such as filing, filling out monthly reports, intake log
- cleaning animal cages and facility
- feed animals
- may be required to administer medication as prescribed by a vet
- assist Animal Control Officer

Application, along with 3 letters of recommendation, must be submitted to the Fulton County Sheriff's Office, P.O. Box 269, Lewistown, IL 61542, no later than May 29, 2023. NO PHONE CALLS PLEASE.

Applications are available at the Sheriff's Office and [www.fultoncountyil.gov](http://www.fultoncountyil.gov). Eligible applicants must be United States citizens, possess a high school diploma or equivalency certificate and have a valid driver's license.

910 hours annually \$14.23 an hour.

Fulton County is an equal opportunity employer.