



FULTON COUNTY SHERIFF'S OFFICE

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 February 20, 2025.

Applications are available at the Sheriff's Office and 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 \$15.62/hour.

Fulton County is an equal opportunity employer.