

# **Ordinance Officer / Animal Control**

Salary range: Commensurate with experience

Civilian Full Time Position

Organizational Relationships

Reports to the Building Commissioner

## **Qualifications**

Effective communication skills in both written and oral form a must

Effective organizational skills

Knowledge of Computers and Microsoft Office productivity software

Knowledge of animal behavior

Ability to operate a variety of animal control equipment

Associates in Communication Degree preferred

Prior experience in Municipal Code enforcement preferred

Specific Responsibilities

- Responds to citizen complaints and City violations
- Appears at local court hearings
- Enforce Animal Control Ordinances

Send resumes to [mayorbennett@paloshillsweb.org](mailto:mayorbennett@paloshillsweb.org). Resumes will be accepted until 11/25/2015.

City of Palos Hills | 10335 S. Roberts Rd. Palos Hills, IL 60465 | (708) 598-3400