BID/JOB ANNOUNCEMENT

Veterinary Assistant

Department of Chicago Animal Care and Control

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Salary: $58,956.00

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en AND

1. Check the box on your profile titled “Currently employed by the City of Chicago”
2. Enter your employee ID (located on your pay stub labeled ‘payee/employee number’)
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted until 11:59pm CDT on 08/28/2024

Under supervision, assists in the treatment and care of sick or injured animals at the Animal Care and Control Center, and performs related duties as required.

ESSENTIAL DUTIES

- Prepares sick or injured animals for surgery by performing various pre-surgery procedures including anesthetizing animals, preparing sterile surgical site and placing animals on surgery table with appropriate restraints
- Assists during surgical procedures by monitoring anesthesia, both intravenous and gas, operating anesthetic machines and heart monitor and handing instruments to Veterinarian
- Cleans and sanitizes medical equipment and surgery room
- Follows treatment logs in administering drugs and medications to animals such as vaccinations, oral and liquid medications or injections and antibiotics
- Takes blood, fecal and urine samples and performs standard laboratory tests to analyze samples
- Takes x-rays and assists Veterinarian in taking tissue samples for biopsies and necropsies
- Operates a personal computer and maintains records on the center’s inventory tracking system, entering and updating information relating to drugs and supplies dispensed, the intake of animals, medical procedures and surgeries performed at the center and adoption or outcome of animals
- Maintains and inventories supply room stocked with drugs and supplies
- Evaluates animals against established safety criteria to assess whether they are adoptable
- Provides post-surgical care information to persons adopting spayed or neutered animals
- Completes medical portion of adoption paperwork

Additional duties may be required for this position

Location: 2741 South Western Ave., Chicago
Days: Varies
Hours: 11:30 a.m. – 7:30 p.m.
MINIMUM QUALIFICATIONS

Education, Training, and Experience
Graduation from an American Veterinary Medical Association (AMVA) accredited two year college program in Veterinary Technology OR four years of work experience in the treatment and care of animals in an animal hospital or an animal shelter's medical division.

Licensure, Certification, or Other Qualifications

- Must obtain State of Illinois certification as an euthanasia technician within four months of hire

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. Interviewed bid applicants possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview and skills assessment/written exercise will be selected in seniority order according to the collective bargaining agreement. The interviewed non-bidder candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview and skills assessment/written exercise will be selected. If you are a bidder, you will be selected in seniority order according to the collective bargaining agreement.

Preference will be given to candidates possessing the following:

- More than 4 years' work experience working in an Animal Shelters Medical Division

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates. To learn more about our hiring practices click here.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.


City of Chicago
Brandon Johnson, Mayor