



Code: 3482
Family: Legal and Regulatory
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: ANIMAL CONTROL OFFICER - HOURLY

CHARACTERISTICS OF THE CLASS

Under supervision, performs public safety work in the enforcement of animal control laws, ordinances, and regulations, and perform related duties as required

ESSENTIAL DUTIES

- Investigates complaints involving cruelty, neglect, animal bites, and dangerous or uncontrolled animals, including interviewing witnesses, identifying involved parties, and taking statements and photographs
- Controls incident scenes by obtaining and securing evidence
- Prepares investigation reports and issues citations for animal care and control violations
- Testifies in court regarding violations and citations issued
- Captures stray, unlicensed, injured, or uncontrolled animals using various restraining devices
- Drives department vehicles to transport animals to and from the Animal Care and Control Center or other specified designations
- Explains, interprets, and enforces the municipal code concerning the care and control of animals
- Uses various software applications in order to complete impoundment records and to input and generate activity reports on animals placed in the shelter
- Responds to inquiries and provides information regarding local animal control laws
- Maintains the upkeep of department equipment and vehicles
- Assists other City departments and outside agencies in special assignments regarding animal-related problems, as required
- May participate in public information, education, and outreach activities regarding animal care and control

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of work experience in the care and control of animals or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver's license is required

WORKING CONDITIONS

- Animal shelter environment (e.g., wet, smells, animal waste, blood)
- Contact with dangerous, ill, or injured animals
- Exposure to outdoor weather conditions

- Exposure to loud noise
- Exposure to cramped surroundings

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radio
- Photographic and video equipment
- Personal protective equipment (e.g., shoes, gloves)
- Equipment used in the humane capture of animals (e.g., tranquilizer gun, catch rope, wire snare, net)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to access staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- geographical locations in the City
- federal, state, and local laws, regulations, and guidelines regarding the control and care of animals
- investigation and inspection methods and procedures used to assess the care, control and general health of animals
- proper animal care, control, and treatment

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
 - INITIATIVE - Demonstrate willingness to take on job challenges
 - STAMINA - Demonstrate energy and stamina to accomplish work tasks
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2015