



Code: 3496
Family: Legal and Regulatory
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: ANIMAL CONTROL OFFICER

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, modems)
- 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

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
Date: July, 2013