



Code: 3491
Family: Legal and Regulatory
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: ANIMAL CONTROL INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, inspects establishments where animals are kept or attended to, ensuring adherence to animal care statutes and ordinances, and performs related duties as required

ESSENTIAL DUTIES

- Inspects establishments where animals are sold, boarded or attended to (e.g., kennels, pet shops, groomers, veterinary hospitals and clinics, circuses, animal shows) for conformance with local and state laws regarding the proper care and treatment of animals
- Inspects the caging, feeding, watering, and general treatment of animals
- Investigates and resolves complaints regarding unsanitary conditions or cruel treatment of animals
- Documents findings, prepares investigation reports, and issues citations for violations found
- Cooperates with operating departments, animal organizations, and humane societies in the conduct of special investigations to ensure adherence to related ordinances and to verify proper licensing
- Interprets animal care and control ordinances and statutes to establishment owners
- Testifies in court and at administrative hearings regarding violations found and citations issued
- Assists Animal Control Officers in the performance of their duties, as required
- Uses dart tranquilizer equipment for the humane capture of animals
- Assists other City and/or government agencies (e.g., Chicago Police Department, Cook County) in conducting raids, search warrants, evictions, and investigations of dog fighting and animal cruelty incidents
- Performs supervisory duties and job functions of Animal Control Supervisor during absence

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

- Two years of work experience in the care and control of animals as an Animal Control Officer, **OR** two years of work experience inspecting animal care establishments and enforcing related municipal codes; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must obtain certification in the use of dart tranquilizers by an approved agency within four months of hire

WORKING CONDITIONS

- General office environment

- Exposure to outdoor weather conditions
- Animal shelter environment (e.g., wet, smells, animal waste, blood)
- Contact with dangerous, ill, or injured animals
- 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, Avid Chip scanner)
- Two-way radio
- 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 climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- permit and licensing applications, fees, and programs (e.g., animal permits)
- * federal and state legislation and its impact on City ordinances regarding the control and care of animals
- * geographical locations in the City
- evidence collection and analysis equipment, methods, practices, and procedures
- * investigation and inspection methods and procedures used to assess the care, control and general health of animals
- * proper animal care, control and treatment

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking 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
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *PERSUASION - Persuade others to change their minds or behavior

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
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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
(Valtera Corporation)

July, 2010

Licensure updated: September, 2014