



[BID/JOB ANNOUNCEMENT](#)

Animal Control Officer
Chicago Animal Care & Control

Number of Positions: 4

Salary: \$44,292.00

This position is open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with Public Safety Employees – S.E.I.U. Local 73 / I.B.E.W. 21 (BU 02)

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

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.

THIS POSITION IS IN THE CAREER SERVICE

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

Location: 2741 S. Western Ave., Chicago, IL

Days/Times: Varies

Preference will be given to candidates possessing the following:

- Previous experience with data entry and preparing reports
- Previous experience working in an animal shelter, or animal control
- Proficiency in Microsoft Office applications

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.

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

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59 pm CDT on 5/10/2024