

Job Description

**ANIMAL CARE CLERK - HOURLY**

**383417**

Description

[BID/JOB ANNOUNCEMENT](#)  
**Animal Care Clerk**

**Chicago Animal Care and Control**

**Number of Positions: 7**  
**Hourly Rate: \$ 26.92**

This position is open to current AFSCME BIDDERS AND the PUBLIC. Only current City employees covered under the City's Collective Bargaining Agreement with American Federation of State, County, and Municipal Employees Union - AFSCME (BARGAINING UNITS 1, 3, 4, & 5) are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid application will receive preference over any non-bidders.

**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 immediate supervision, receives and processes animals for impoundment, adoption, and redemption at the City's Animal Care and Control Center (ACCC), and performs related duties as required.

**ESSENTIAL DUTIES:**

Receives animals brought to the facility and handles shelter animals using various tools to restrain and secure the animals

Transports animals from the front desk area to facility cages

Feeds, cleans, and provides water and general care to animals

Prepares and maintains inventory records of impounded animals

Provides customer service over the phone or to visitors arriving at the center, answering questions regarding adoption procedures, lost pet procedures, other department sponsored programs and related inquiries

Reviews and processes applications and documents required for animal impoundment, adoption, and redemption for accuracy and completeness, and completes required paperwork to complete transactions

Accepts fees/ payments for adoptions, redemptions, the sale of City licenses, tags, and other services provided at the center and issues receipts

Checks cash register periodically to ensure adequate amounts of cash are available for transactions and prepares daily cash receipts

Batches monies collected, computes totals and balances, and reconciles daily transactions

Enters transaction information into a computer database and generates reports as required

Performs data entry to update and maintain various records and prepare reports

Assists in unloading and stocking food and supplies for the animals

*Additional duties may be required for this position.*

**Location:** 2741 S. Western Ave, Chicago, IL 60608

**Days/Hours:** Varies-20 hours per week, hourly (part-time)

### **THIS POSITION IS IN THE CAREER SERVICE**

#### **Qualifications**

#### **MINIMUM QUALIFICATIONS**

One year of experience in receiving, disbursing, and accounting for money, plus six months of experience working with animals in an animal hospital, shelter, or related animal facility

OR

One year of customer service experience, plus six months of experience working with animals in an animal hospital, shelter, or related animal facility

#### **Preference will be given to candidates possessing the following:**

- Previous customer service experience
- Previous data entry experience

#### **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview will be selected.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

**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

**Department of Human Resources**  
Katie (Doyle) Deane, Acting Commissioner

**Applications for this position will be accepted until 11:59 pm CDT on 11/10/2023**

**Posting Date Oct 27, 2023 | Closing Date (Period for Applying) - External: Nov 11, 2023**  
**Salary: \$26.92 Pay Basis: Yearly**