

Champaign County Job Description

Job Title: Clerk

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Pay Grade: D

Prepared Date: October 2005

Summary

Performs a wide variety of clerical duties involved in the processing dog registrations and provides administrative support in the administration of the Animal Control Act and Champaign County Animal Control Ordinance.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized nature.
- Takes lost and found reports by telephone or from citizens at Animal Services.
 - Checks current impounds for described animals.
 - Assists citizens with the impoundment of stray or owner relinquished animals brought into Animal Services.
- Answers the telephone, takes and relays messages. Responds to telephone inquiries whenever possible and forwards calls to the appropriate party.
- Organizes and maintains files of records and correspondence.
- May perform specialized duties such as organizing and maintaining files, correspondence of pet registration fees, and compile routine reports.
- Assists citizens with the impoundment of stray or owner relinquished animals brought into Animal Services.
- May be required to communicate and dispatch calls for services to Animal Control Wardens in the field.
- Receives monetary payment from citizens for impoundment and registration fees of pets on behalf of Champaign County and other jurisdictions contracting with Champaign County for those services.

- May assist in the completion and processing of bite reports, quarantine reports, and follow up in the absence of the Animal Control Warden.
- May perform other job-related duties as assigned.

Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- High school diploma or general education degree (GED).
- One (1) year of related experience and/or training.
- Any equivalent combination of education and experience in office/clerical duties.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information to coworkers and the general public.
- Requires considerable skill in the application of office methods and procedures.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

- As required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Sit.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Stand.
- Walk.
- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Stoop.
- Kneel.
- Crouch.
- Lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- This position involves regular exposure to animals and environments where animal dander, hair, and other allergens may be present.
- Usually, normal office working conditions.
- The noise level in the work environment is moderate to loud.

Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.