

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

Prepared Date: October, 2005

SUMMARY Performs a wide variety of clerical duties involved in 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 include the following.

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 lost 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, forwards calls to appropriate party.

Organizes and maintains files of records and correspondence.

May perform specialized duties such as organizing and maintaining files and correspondence of pet registrations and fees. May 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 and 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 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/or EXPERIENCE High school diploma or general education degree (GED) with one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information to co-workers 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; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception. Employees should not suffer from allergies to animals.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is moderate to loud.

Note: This job description contains wording 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 to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.