

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/12/16 de

ANNOUNCEMENT NO. 65

### **ANIMAL CONTROL OFFICER**

**(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

#### **SALARY**

The prevailing salary for this position as established by Ordinance of the Council of the City of Cleveland is **\$17.64 - \$18.36** per Hour.

#### **FILING OF APPLICATION**

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 19, 2016 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016**

**THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.**

#### **EXAMINATION INFORMATION**

**TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

#### **DUTIES OF THE POSITION**

Under general supervision, performs work of routine difficulty enforcing animal control ordinances and regulations. Patrols assigned areas within the City to detect and prevent violations of animal control ordinances and regulations; responds to incidents including stray animals, animal bites, noise complaints, and animal cruelty. Chases, apprehends, impounds, and transports domestic, exotic, and wild animals that are stray, injured, and diseased. Uses snares, catch poles, and traps to capture and impound animals. Places animals in animal service vehicle. Transports captured animals to the City's animal shelter. Investigates incidents involving animal cruelty, animal bites, and animal nuisances reported by members of the public. Interviews complainants, victims, and witnesses in order to collect information on possible violations of animal control laws, ordinances, and regulations. Identifies, collects, and preserves evidence pertaining to investigations of animal cruelty. Identifies the owners of animals that are the subject of an investigation. Gives verbal and written warnings as well as citations to animal owners and animal handlers who have violated ordinances and regulations related to animal control. Prepares incident reports and completes all forms pertaining to animal control activities. Assists Cleveland Safety Forces and other city departments by handling animals that are present at crime scenes. Assists bailiffs by handling animals present during evictions. Testifies in court and at hearings on the enforcement of animal control citations and other matters relating to animal control. Performs kennel duties as required by handling, feeding, cleaning, and providing care to animals; maintains the sanitary conditions of kennels. Handles domestic, exotic, and wild animals that are stray, injured, and diseased. Performs euthanasia procedures on injured, sick, dangerous, or unwanted animals by means of lethal injection (when certified). Operates a two-way portable radio, an animal control service vehicle, catch poles, traps, needles, syringes, computers and other various pieces of office equipment. Provides customer service to residents and customers that enter the kennel. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

#### **MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. The equivalent of one year of full time experience in the animal handling/sheltering/care field is required. Must obtain certification as a Euthanasia Technician within one year of the date of employment. A valid State of Ohio Driver's License is required. Must be able to lift and carry a minimum of 50 pounds. Must be computer proficient and have the ability to learn RMS system and Divisional computer programs.

**NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

APPLICATION CHECKLIST: READ CAREFULLY  
MUST MEET MINIMUM QUALIFICATIONS OF POSITION

**APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!**

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE 'SEE ATTACHED RESUME'). <b>IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS</b>	
SIGN AND DATE THE COMPLETED APPLICATION (It does <b>NOT</b> have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have a Bachelor's Degree no copy of H.S. Diploma/GED is necessary, but you must submit copy of that Degree).	
A High School Diploma or GED is required.	
A valid State of Ohio Driver's License is required.	
<b><u>CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE:</u></b>	
Experience in planning, developing, recruiting, implementing, and instructing youth/adults in various visual art classes is preferred.	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST BE COMPLETED</u> (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank; we will assign this to you.</u> )	
The equivalent of one year of full-time experience in the animal handling/sheltering/care field is required. Must obtain certification as a Euthanasia Technician within one year of the date of employment.	
Must be able to lift and carry a minimum of 50 pounds. Must be computer proficient and have the ability to learn RMS system and Divisional computer programs.	
Any other information or materials that demonstrate your qualifications and experience for this position. <b>IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS.</b> A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED.

ANYONE WHO WISHES TO REQUEST AN ACCOMODATION MUST DO SO AT THE TIME OF FILING. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

Animal Control Officer #33 - DJE

## RESIDENCY POINTS

§74 of Charter of the City of Cleveland states:

A person who is a bona fide resident of the City of Cleveland for at least one year and desires to take an entrance level civil service examination, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, as determined by the civil service bulletin for such examination, have added to his or her raw score ten (10) points.

OR

A resident of the City of Cleveland for at least one year from the date of filing of an application for a promotional civil service examination, who receives a passing grade on that promotional examination, shall have added to his or her raw score five (5) points.

**In order to be considered for the extra points, you must submit COPIES of 4 different proofs of residency from ONE YEAR AGO and 4 different proofs of residency that are CURRENT. Such proofs include:**

**Driver's License  
Bank Statements  
Utility Bills  
Mortgage or Lease  
Bills  
Other Mail (Postmarked)  
Insurance Statement**

**SO, THIS MEANS THAT YOU MUST SUBMIT AT LEAST EIGHT (8) ITEMS OF PROOF FOR RESIDENCY CREDIT!!!!**