



**Code: 3309**

Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Professional Medical

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## **CLASS TITLE: VETERINARIAN – HOURLY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, provides medical care for the prevention, diagnosis, and treatment of diseases and disorders of animals working in the fast paced Medical Section at the Animal Care and Control Center (ACC), and performs related duties as required

### **ESSENTIAL DUTIES**

- Provides diagnostic, non-surgical, and surgical treatment to sick and injured animals impounded at the ACC following established protocols and procedures
- Performs various types of surgeries including routine neuters and spays; conducts euthanasia by injection as needed
- Examines impounded animals for diseases or injuries and observes animals suspected of rabies and takes appropriate action
- Performs inoculations of animals to protect against contagious diseases
- Evaluates physical demeanor of animals against established safety criteria and makes recommendations for adoption, transfer/rescue or euthanasia
- Provides input into the investigation of animal cruelty cases by determining the nature and cause of injury or death
- Performs annual inspections of animal hospitals and animal-related businesses
- Oversees the maintenance of computerized records by staff to track and document drugs administered, medical procedures performed, adoptions, redemptions and related activities
- Represents the department at community meetings to provide information concerning the proper treatment and care of animals
- Represents the department at legal proceedings concerning impounded animals and animal cruelty cases
- Prepares reports detailing veterinary activities and pathology results
- Educates the public on topics relating to animal health, behavior and the humane treatment and care of animals
- Instructs and provides guidance to Veterinarian Assistants
- May provide oversight to veterinary and technical students

**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.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Doctoral Degree in Veterinary Medicine

#### **Licensure, Certification, or Other Qualifications**

- Must be licensed to practice veterinary medicine in the State of Illinois at the time of hire.

- Must receive Drug Enforcement Administration (DEA) license within 90 days of hire.

### **WORKING CONDITIONS**

- Animal shelter environment (exposure to wet, smells, animal waste, blood, loud noise)
- Availability to work on a 24-hour call basis
- Exposure to dangerous, ill, injured or dead animals

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Safety equipment
- Biological, microbiology and chemical testing equipment (e.g., microscopes, electron microscopes, light microscopes, x-ray analyzers)
- Dental equipment, dentistry tools, and anesthetic devices
- Medical, surgical, and diagnostic equipment and instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, microscope, x-ray machine, anesthetic, life signs monitors)
- Standard phlebotomy equipment
- Standard equipment for collecting and analyzing insect specimens

### **PHYSICAL REQUIREMENTS**

- Heavy lifting (up to 75 pounds) is required
- Ability to walk for extended periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Considerable knowledge of:

- \*anatomy and physiology of animals
- \*veterinary medicine and surgical procedures
- \*veterinary equipment, instruments, materials, and supplies
- \*testing and treatment practices and procedures as it related to animal care
- \*uses, side effects, and interactions of prescription medicines and other drugs
- \*medical terminology related to the veterinary field
- sanitary principles, practices, and procedures as it relates to animal care facilities
- \*animal care clinical methods and procedures
- \*general dentistry as it relates to animal care
- applicable federal, state, local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- SCIENCE - Use scientific rules and methods to solve problems
- INSTRUCTING - Teach others how to do something
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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