

CSC Adopted: October 2001, CSC Revised: March 2007

Class Title: Animal Registrar

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Develops and maintains record keeping systems. Researches and acquires necessary animal permits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops and maintains record systems by transcribing daily animal records, assisting with the development and maintenance of various inventory systems and maintaining historical records of animals.
2	S	Researches and acquires all necessary animal permits required by local, state and federal government; completes annual reports and updates and needed.
3	S	Catalogues and inventories Animal Services library; maintains library software.
4	L	Performs related duties by responding to surveys and inquiries, coordinating animal shipments, monitoring legislation changes, providing literature to personnel, ordering and distributing clothing and assisting with special events as needed.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	One year of experience in zoological registration or cataloguing for professional museums.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read various reports, legislations, technical manuals, and related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write various reports, permit updates, and newsletter articles.
Managerial	N/A.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Performing laboratory procedures, assisting with exams and surgeries
Sitting	C	Desk work, meetings, driving
Walking	F	To/from exhibits, to/from office equipment
Lifting	R	Animals, equipment
Carrying	R	Equipment, supplies
Pushing/Pulling	R	Hand dollies, pulleys
Reaching	O	Supplies on higher shelves
Handling	O	Supplies
Fine Dexterity	C	Computer keyboard, writing
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	O	Filing
Twisting	O	Filing
Climbing	N	
Balancing	N	
Vision	C	Desk work, computer, observing animals, driving
Hearing	C	Staff, supervisor, vendors, meetings
Talking	F	Staff, supervisor, vendors, meetings
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Standard Microsoft Windows and Office software, x-ray machine, microscope, autoclave, pulse oximeter, doppler ultrasonic pulse finder, anesthesia machine, dart guns, catch poles, nets

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	W	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	W	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, face shield, x-ray apron, bite gloves

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)