

**Career Service Authority**

***Zoo Registrar***

Revised Date                    10/16/99  
Revised By                     Jayne Lujan  
FLSA Code                     Non-Exempt  
Est. Date                      09/16/95

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***General Statement of Duties***

Organizes and maintains official taxonomic registry of zoo animals and maintains necessary records and documentation required for animal breeding, transport, permits and licenses.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Maintains records of daily transactions and collection changes including purchases, sales, donations and loans, and documents behavior on individual animals.
  - *Knowledge of mathematics sufficient to be able to perform a variety of calculations.*
  - *Skill in filling out forms and completing paperwork related to the work assignment.*
2. Maintains operating permits and licenses required by state and federal law and responds to surveys to verify the presence of a designated animal species and population counts.
  - *Skill in filling out forms and completing paperwork related to the work assignment.*
  - *Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.*
3. Researches collection records to answer inquiries about specimen historical data used for animal management decisions.
  - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
  - *Skill in researching and analyzing information.*

4. Prepares documenting papers, forms and records for necessary shipping and quarantine, animal and breeding loans, and records animal status, including births and deaths.
  - *Skill in filling out forms and completing paperwork related to the work assignment.*
  - *Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices a variety of unprecedented or problematic situations.*
5. Serves as the liaison between the Zoo and the International Species Information System for updated information and reports.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
  - *Knowledge of zoological taxonomy in order to be able to sufficiently organize and maintain necessary records.*
6. Prepares a publishable, annual inventory of all animal acquisitions, removals and loans and provides curatorial and administrative staff with statistical analyses and reports.
  - *Skill in preparing professional written documentation, utilizing correct grammatical form and clearly expressing ideas.*
7. Performs other related duties as assigned or requested.

*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*

## ***Job Requirements***

### **Level of Supervision**

No supervisory responsibility.

### **Guidance and Decision Making**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents

may be discussed with the supervisor before being initiated. Completed work is reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

**Interpersonal Communications**

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

**Physical Demands**

Sitting: remaining in the normal seated position.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by ear.  
Repetitive Motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.

**Vision Requirements**

Near Acuity: ability to see clearly at 20 inches or less.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

**Mental Demands**

Mathematical Reasoning  
Oral Comprehension  
Written Comprehension

**Working Conditions**

Subject to many interruptions

**Minimum Education**

Completion of fifteen semester hours of college coursework in biology, botany, zoology or a related field.

**Minimum Experience**

Two years of experience working with an automated large computer database.

**Equivalency**

Additional appropriate education may substitute for one year of the minimum requirement.