

Beaver County Humane Society
Humane Society Police Officer Job Description

SUMMARY:

REPORTS TO: Executive Director

The Humane Society Police Officer enforces state laws concerning the care, use, treatment, selling, licensing and impounding of animals. Conducts investigations and inspections; issues warrants, citations and warnings; testifies in court; and prepares and maintains a variety of reports and written logs and forms. Communicates and interacts with the public about a broad range of relevant animal regulations and humane animal care and provides educational materials as needed.

DUTIES AND RESPONSIBILITIES

1. Routinely patrols designated areas enforcing state animal laws. Responds to dispatched calls in priority order and determines appropriate action.
2. Apprehends and confines stray, injured, and nuisance domestic animals in the most safe, humane and approved manner possible. Euthanizes animals if necessary and permitted. Transports animals to sheltering facility. Disposes of dead animals.
3. Educates the public while in the field regarding responsible pet ownership and animal laws.
4. Arbitrates disputes, if possible. Issues warnings, citations and arrest warrants when necessary. Appears for scheduled court dates and testifies regarding civil infractions, custody hearings and cruelty charges. Coordinates efforts with other community professionals such as police officers, court officials and veterinarians.
5. Conducts general investigations of animal-related problems such as livestock kills and possible cruelty situations. Prepares written investigative reports that may be introduced as legal court evidence.
6. Inspects and cleans department vehicle and equipment daily and reports problems.
7. Assists callers with information regarding situations such as nuisance or trapped animals and answers questions about animal control policies and laws.
8. Assists in shelter cleaning and maintenance and the care of impounded animals, when necessary. Performs other related duties as assigned.

EDUCATIONAL REQUIREMENTS AND QUALIFICATIONS

High school diploma or equivalent and at least one year of related experience or animal-related training required. Prefer related experience and certification with the Pennsylvania Department of Agriculture. Must possess a driver's license valid in the Commonwealth of Pennsylvania. Candidate must reside, relocate or make arrangements to assure a 30 minutes or less response time to the Beaver County Humane Society.

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duties and tasks satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Demonstrated animal health and well-being knowledge, skills and abilities to include: care of domestic animals, knowledge of animal and zoonotic diseases, ability to determine breeds and species, sex and age. Ability to recognize signs of animal neglect, abuse and cruelty.
2. Knowledge of law enforcement techniques, principals and practices. Knowledge of local and state animal laws and of court procedures.
3. Knowledge and skill in euthanasia methods and techniques, skill in animal capture and restraint methods, the ability to work in direct contact with aggressive and injured animals, and the ability to interpret animal body language.
4. Effective verbal and written communication skills; the ability to relay information to the public in a concise and clear manner; basic math skills; the ability to apply state cruelty laws; and the ability to prioritize duties within a busy work environment.
5. Ability to maintain effective working relationships with other community professionals.

PHYSICAL REQUIREMENTS:

- Physical strength and ability to lift and carry a pet or other object weighing up to 50 lbs. without assistance.
- Ability bend, stretch, kneel, push, and pull.
- Ability to stand for prolonged periods of time.
- Ability to work in a sometimes stressful, hectic, and emotionally-demanding environment.
- Ability to understand and carry out oral and written directions.
- Ability to speak and write English clearly and accurately.
- Ability to use hands for typing.

WORKING CONDITIONS:

- Work is normally performed outside in the field; some inside work and/or irregular hours and irregular schedules, including completion of work assignments on weekends or holidays, may be required.
- Exposure to adverse weather conditions may occur when in the field.
- Exposure to unpleasant odors and noises.
- Exposure to bites, scratches, and animal wastes.
- Exposure to and in close contact with a variety of animals; thus, the employee cannot be allergic to these animals.
- Possible exposure to contagious diseases.

HOURS: Full-time exempt position requires a minimum of 40 hours per week. Daily hours and days of the week may vary according to the needs of the BCHS. After hour on call duties may be required which include weekends, nights and holidays. This schedule can sometime vary in flexibility to accommodate service needs.

REFERENCE AND BACKGROUND CHECKS / DRUG TESTING

All candidates must provide a minimum of three references. A background check, limited to checking felony and misdemeanor convictions only to the extent to which they relate to the candidates suitability for employment in the position, will be conducted before making an offer of employment. Successful completion of a drug test will be required before the applicant to whom an offer has been extended can assume employment. Candidates will be given a maximum of five days to complete the drug screen.

For best consideration, submit your cover letter and resume to the Humane Society Police Officer Search at dbucek@beavercountyhumanesociety.org, including "Humane Society Police Officer" in the subject line. This position will be posted for seven business days. No phone calls, faxes, or third parties will be accepted.

The Beaver County Humane Society is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, or sexual orientation.