HUMANE SOCIETY ACO/HSPO JOB POSTING

**Classification: Reports to:**

Non-Exempt Executive Director

**Department: Date of Revision:**

Humane Investigations 03.22.24

Summary

Under general supervision from the Executive Director, the Animal Control Officer/Humane Society Police Officer enforces state laws and Beaver County ordinances, rules and regulations for the care, use, treatment, selling, licensing, and impounding animals. Represents the BCHS when communicating and interacting with the public about a broad range of relevant animal regulations and humane animal care and provides educational materials as needed.

**Essential duties and responsibilities**

* Proven animal health and well-being knowledge 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.
* Knowledge of local and state animal laws and of court procedures and applying state cruelty laws. Understanding of law enforcement techniques, principles, and practices.
* Knowledge and skill in euthanasia methods and techniques, skill in animal capture and restraint methods, the ability to work in direct contact with aggressive, vicious, injured, or dangerous animals in the most humane and approved manner possible while maintaining personal safety.
* Impounds and transports strays and other animals to the shelter that are sick, injured or potentially dangerous or in need of veterinary care.
* Safely transport animals to sheltering facility. Disposes of dead animals in appropriate manner.
* Job specific knowledge of policy and procedures established for the work system, animal behavior and handling techniques.
* Routinely patrol designated areas within Beaver County. Respond to dispatched calls and prioritize in a busy work environment. Determines appropriate action using knowledge, experience, and sound judgement.
* Conduct investigations into animal cruelty and neglect. Rescue animals that are abandoned or mistreated.
* Arbitrates disputes, enforces and issue warnings, citations, and arrest warrants.
* Appear and testify in court as warranted to enforce the cruelty to animals’ section of the PA Crimes Code.
* Maintain effective working relationships with other community professionals such as police officers, court officials, veterinarians, and other allied professionals.
* Work with emotional and angry people and manage conflict.
* Educate the public while in the field regarding responsible pet ownership and animal laws.
* Assists, when needed, with front office duties such as receiving animals brought to the shelter by the public and releasing impounded animals to the public.
* Inspect and clean department vehicles and equipment daily and reports problems.
* Assist callers with information regarding situations such as nuisance or trapped animals and answers questions about animal control policies and laws.
* Monitor the phone calls, dispatch calls as necessary and document the daily activity of the department.
* Prepare written investigative reports that may be introduced as legal court evidence.
* Prepare and completes various records such as fleet management reports, daily activity sheets, receipts for fees received, and citations, etc.
* Assist in shelter cleaning and maintenance and the care of impounded animals, when necessary, to ensure disease management protocol.
* Deliver and demonstrate the proper use of traps, setting traps, and picking up trapped animals.

**Knowledge, skills, and abilities**

* 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.
* 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.
* Work calmly under pressure, exercise good judgment and make sound decisions in high stress and emergency situations.
* Demonstrated animal health and well-being knowledge and skills to include the care of domestic animals; ability to recognize signs of animal neglect, abuse, and cruelty.
* Familiarity of animal disease management, zoonotic diseases, and safety protocols.
* Knowledge of animal capture and restraint methods and techniques.
* Awareness to work in direct contact with aggressive and injured animals and interpreting animal body language.

**Physical demands**

* Physical strength and ability to lift and carry a pet or other object weighing up to 50 lbs. without assistance.
* See close and distance, with or without correction.
* Sit, stand, walk short distances, talk, and listen, with our without correction.
* Climb or balance, stoop, crouch, crawl, bend, stretch, kneel, push, and pull.
* Manual dexterity for small detail work, using computer or to operate objects, controls, or tools.
* Ability to reach with hands and arms.
* Manage stressful, hectic, and emotionally and physically demanding environments.
* Understand and carry out oral and written directions.
* Effective verbal and written communication skills; to relay information to the public in a concise and clear manner.
* Basic math skills

**Working Conditions**

* Extended time performed outside in the field in all types of weather and conditions. Minimal 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 waste.
* Exposure to and in close contact with a variety of animals; thus, the employee cannot be allergic to most animals.
* Possible exposure to contagious diseases

**Other Duties**

* Exemplify our Organization’s core values and mission.
* Support and follow company policies and procedures.
* Participate in regularly scheduled meetings.
* Meet deadlines and respond promptly to all communications.
* Regular and consistent attendance at the assigned work hours is essential.
* Accurately record work time.

**HOURS:** Daily hours and days of the week may vary according to the needs of the BCHS. Saturday hours are mandatory on a rotational basis. This schedule can sometime vary in flexibility to accommodate service needs.