

# Peninsula Humane Society & SPCA

## Humane Investigator

**Job Title:** Humane Investigator  
**Division:** Humane Investigations Division  
**Reports To:** Animal Rescue & Control Director and/or Manager  
**Salary:** \$19.23 – \$21.63 per hour  
**FLSA Status:** Non-exempt/Non-Union/Full Time  
*Excellent Benefits Package Available*

**SUMMARY:** Investigates complaints and/or reports of animal cruelty, prepares reports for District Attorney or any other matters related to situations involving animal cruelty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Process and respond to complaints of animal cruelty or neglect received by phone, e-mail, in person, or by other means

Assist the public with information on reporting non-cruelty or neglect situations to the proper agencies, i.e. barking complaints or over limit of animals

Prepare quality case reports and files in a timely manner for the District Attorney's Office, the Police/Sheriff, or any other requesting agency performing similar duties

Impound, assist with impoundment, or seize animals as required

Prepare and execute search warrants and arrest warrants; issues citations, and/or notices and educate the public on the proper care and treatment of animals

Testify in court or at seizure hearings for cruelty or neglect cases

Entering case information into computer and maintaining daily activity report

Expected to assist the Animal Rescue & Control Department

May respond and/or offer guidance or suggestions on technical animal rescue situations

Assist law enforcement agencies as necessary

Train employees in aspects of the job of an Animal Control Officer as related to cruelty investigations

Provide humane care for all animals in the Society's care

Collect and properly store evidence and submit same for testing by outside sources as needed

Photograph and thoroughly document potential crime scenes

Photograph and assist with veterinary exams and necropsies

Conduct interviews with suspect and witness

Work closely with other PHS/SPCA Departments and may be required to assist with screening, vaccinating, and/or kenneling in the event of a large scale impound

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Upon hire must complete and pass a background check.

**Education and/or Experience:**

Minimum two (2) years of college with an emphasis in Business Management and two (2) years of experience as an Animal Control/Humane Officer (OR) equivalent combination of education and experience equal to four (4) years as an Animal Control Officer. Completion of courses similar to those described in corporation code 14502 including PC832. Completion of the Humane Academy or similar training required as ongoing education.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization. Good oral and written communication skills

**Mathematical Skills:**

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the first six months from hire date. Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills (data entry).

**Certificates, Licenses, Registrations:**

Certified in Euthanasia and trained in decapitations within six months of employment. Valid California Drivers License with clean driving record.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; run; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to zoonotic disease, aggressive/feral animals and toxic or caustic chemicals, possible hostile public, operation of vehicle under all types of weather/road conditions. Must be available to work irregular hours, shifts, weekends, holidays and standby. The noise level in the work environment is usually moderate to loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO