Peninsula Humane Society & SPCA
Humane Investigator

Job Title:	Humane Investigator
Division:	Animal Rescue & Control
Reports To:	Animal Rescue & Control Director and Manager
FLSA Status:	Non-exempt/Non-Union/Full Time
Salary:	Starting at $25.00-30.00 per hour (DOE)

Excellent Benefits Package Available

SUMMARY: Investigate complaints and/or reports of animal cruelty. Prepare reports and case files for the District Attorney and provide testimony as required.

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

- Receive, evaluate and respond to complaints of animal cruelty or neglect received by phone, e-mail, in person, or by other means.
- Enter case information, including follow-up actions, into Chameleon.
- Maintain a daily activity report.
- Impound, assist with impoundment, or seize animals as required.
- Collect and properly store evidence and submit same for testing by outside agencies or vendors as needed.
- Photograph and thoroughly document potential crime scenes.
- Photograph and assist with veterinary exams and necropsies.
- Conduct interviews with suspect(s) and witness(es).
- Prepare quality case reports and files in a timely manner for the District Attorney's Office, the Police/Sheriff, or any other requesting agency in support of cruelty cases.
- Testify in court or at seizure hearings for cruelty or neglect cases.
- Prepare and execute search warrants and arrest warrants. Issue citations, notice of compliance forms, and/or veterinary treatment or grooming notices. Educate the public on the proper care and treatment of animals.
- 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.
- Train department staff on aspects of cruelty/neglect situations they might encounter in the course of performing their job. Establish processes and

expectations for department staff to report possible cruelty/neglect situations to Investigators.

- Assist the Animal Rescue & Control Department as needed.
- Assist law enforcement agencies as necessary.
- Provide humane care for all animals in the Society's care.
- Work closely with other PHS/SPCA Departments as needed. Assist with screening, vaccinating, and/or kenneling animals in the event of a large scale impound.
- Properly log and update case status on the weekly snapshot.
- Prepare statistical data as it relates to animal cruelty investigations.

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. The individual must also possess the ability to manage the emotional aspect of end-of-life services and humane euthanasia, and support staff in high-emotion circumstances. Must be able to pass a criminal background check upon hire.

Education and/or Experience:

High school diploma or equivalent 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 PC 832.

Completion of the Humane Academy or similar training is preferred.

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. Excellent 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, computer keyboarding skills, and data entry.

Certificates, Licenses, Registrations:

Certified in Euthanasia and trained in decapitations. Valid California Driver's License with a clean record to be insured with PHS insurance.

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, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. 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, toxic or caustic chemicals, possible hostile public, and 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. This position has designated start times due to time-sensitive duties, opening the shelter, offering services, etc.

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