

**HUMANE SOCIETY OF THE OHIO VALLEY**  
**A.D.A. Position Description**

**Position Title: HUMANE OFFICER**

**Reports To:** Shelter Manager

**Pay Rate:** Wage by the HSOV Board of Directors

**Overall Function:** The Humane Officer is responsible to investigate animal cruelty complaints involving the neglect and abuse to animals and when necessary prosecute those offenders as denoted in the Ohio Revised Code – Section 1717.06

**Essential Functions:**

- Investigate and when necessary prosecute those that neglect or abuse animals according to the Ohio Revised Code
- Rescue/confiscate injured and abused animals
- Prepare reports and testify as necessary in cruelty cases
- Be willing to rescue animals that have been injured, abandoned, etc.
- Work cooperatively with the Washington County Sheriff's Department and other local law enforcement agencies
- Maintain equipment, i.e. animal transport vehicle
- Ensure confidentiality of information concerning investigations
- Attend staff meetings
- Assist Shelter Manager as needed in the daily operation of shelter
- Perform other shelter-related duties as assigned
- Work cooperatively with shelter volunteers and partners
- Represent the HSOV in the community and provide community education services

**Equipment Utilized:** The Humane Officer shall utilize equipment to include but not limited to: company vehicles, miscellaneous cleaning equipment, and general medical equipment.

**Work Environment:** While performing the duties of this job, the employee could be exposed to hazards associated with aggressive animals; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases. The employee will be exposed to all types of weather while out in the field as well as driving conditions during inclement weather. The noise level in the shelter environment is very loud. Must be able to lift up to 50 pounds. Examination, restraint, and treatment of a high number of animals is physically and emotionally demanding.

## **Required Qualifications:**

### **Knowledge, Skills and Abilities:**

1. Must be a resident of Washington County Ohio
2. Must be 18 years of age or older
3. Minimum 6 months' previous experience working with animals (preferably in a veterinary or shelter setting)
4. Must have a valid driver's license with a clean driving record
5. Must have a High School diploma or GED
6. Must be able to successfully complete required Peace Officer Training
7. Dependable, reliable and efficient
8. Must be able to lift 50 pounds and stand for prolonged periods of time
9. Outstanding customer service skills; Ability to handle sensitive or stressful situations with tact and diplomacy
10. Detail oriented
11. Excellent interpersonal skills with ability to build relationships
12. Excellent organizational and time management skills
13. Excellent written and verbal communication skills
14. Ability to multi-task and work under pressure
15. Ability to develop and maintain rapport with public and co-workers
16. Analytical and problem-solving skills
17. Ability to work with a diverse workforce
18. MS Office proficiency
19. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

### **Physical Abilities:**

Position requires workers to move or stand for periods of time; lift and carry over 50 pounds; ability to safely restrain animals and lead animals; bend, reach, hold, grasp and turn objects; and requires the ability to communicate clearly. The employee must have sufficient strength to carry or move large animals as necessary. The employee must have manual dexterity to operate instruments or tools to administer care to animals.

This job description has been designed in accordance with the provision of the Americans with Disabilities Act. It is intended to serve as a description of the essential function(s) for which this position exists and the required qualifications. Individual tasks and procedures are not listed because they usually dictate the manner in which a function is performed rather than the purpose. This Job Description shall be subject to such review and modification as determined necessary by the HSOV. Requests for reasonable accommodation, from a qualified individual with a disability, will be considered on a case-by-case basis.

The Humane Society of the Ohio Valley complies with all applicable federal, state, and local laws and provides equal opportunities and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, or national origin.

The Humane Society of the Ohio Valley reserves the right to request background checks with written consent of applicants.