



Inland Valley  
Humane Society  
& S.P.C.A.  
*A home away from home.*

## **Animal Control Officer / Humane Officer**

### **DESCRIPTION**

Animal Control Officers maintain public safety by enforcing animal licensing laws and humane care regulations. Patrol public areas looking for potential signs of distressed animals and work directly with citizens concerning animal control issues. Educate the public about animal control safety.

**RESPONSIBILITIES** include but are not limited to:

- Provides prompt and courteous response to requests for animal control services
- Handles all types of domestic and wild animals; occasional running to apprehend loose animals evading capture
- Educates the public regarding the importance of humane treatment for all animals
- Investigates complaints of cruelty and neglect; documents all activities relating to investigations
- Responds to emergencies and transports injured, sick, and aggressive animals
- Performs euthanasia when necessary
- Enforces rabies control through quarantine procedures
- Issues citations to enforce animal control and cruelty laws
- Maintains a daily log and monthly statistic sheet documenting his/her activities
- Maintains animal control vehicle and equipment
- Performs other duties as assigned

### **QUALIFICATIONS:**

- High school diploma or General Education Diploma (GED) equivalent
- Valid California Driver's License, or the ability to obtain one and an excellent driving record
- Must be at least eighteen years of age
- Some experience in work involving the care of animals and dealing with the public (preferred)
- P.C. 832 Certification a plus
- Reside within 15 to 20 miles radius of Pomona, CA (preferred)

### **KNOWLEDGE AND ABILITIES**

- Various animal breeds, including, but not limited to, dogs, cats, birds, rabbits
- Proper methods of safely handling and restraining a wide variety of animals
- Animal nutritional needs
- Symptoms of common diseases of dogs and cats

## **PHYSICAL REQUIREMENTS**

- Ability to lift 70 pounds as demonstrated by a challenge test
- Regularly required to stand; walk; and reach with hands and arms
- Frequently is required to sit; climb; stoop, kneel, crouch, or crawl
- Ability to communicate clearly and effectively, both verbally and in writing

## **ENVIRONMENTAL CONDITIONS:**

Office and Field Environment. Work outside in various types of weather. Must be able to work in or around animal fur, dander, excrement, deal with and protect against infectious and aggressive animals. Incumbents may encounter customers who are emotionally distressed and confrontational.

## **SCHEDULE**

- Works a schedule that includes days, nights, weekends and holidays, as necessary
- One stand-by shift a week
- Overtime as necessary

## **Supplemental Information**

Only those candidates whose applications and resumes most clearly demonstrate the job-related experience, education, and training sought by Inland Valley Humane Society shall be selected to move forward in the recruitment process. Placement in the position shall be contingent upon the successful completion of a written test with a minimum score of 80%, a reference check, prior employment check, Live Scan, and pre-employment medical exam including a drug test.

All qualified candidates are encouraged to apply; Inland Valley Humane Society is an Equal Opportunity Employer.