

JOB DESCRIPTION FOR
HUMANE SOCIETY OF THE SIERRA FOOTHILLS (HSSF)
INVESTIGATOR/COMMUNITY LIAISON

\$15.00-\$18.00 hourly/20 hrs. Weekly

Irregular hours (as needed)

Job Tasks for: HSSF Humane Society Investigator/Community liaison:

- Investigate violations of applicable state laws professionally and expediently in a manner that is consistent with Humane Society policies.
- Respond to calls from citizens and fellow law enforcement agencies relating to animal abuse/neglect and educate the public on animal care.
- Prepare reports, cases and complaints as required for appropriate action in an orderly and timely manner, and as necessary appear in court. Maintain records as required to ensure that accurate and timely information is available.
- Maintain a high level of communication and work collaboratively with all personnel in a manner that is consistent with the Humane Society and its policies.
- Maintain a professional attitude and appearance, and develop and maintain good working relationships with other animal welfare agencies, law enforcement agencies and the public.
- Attend community functions such as but not limited to the Municipal Advisory Council (MAC)and County Commissions/Committees.
- Actively support and promote the missions/goals of HSSF.
- Assist other Humane officers and/or agencies on searches or incidents as appropriate.

Job Related and Essential Qualifications:

- Show maturity and good judgment.
- Must speak English (a second language would be helpful)
- Must have a high school diploma or GED equivalent at a minimum (higher education desirable).
- Successfully complete all training courses mandated by state law and the employer.
- Obtain all necessary licenses.
- Satisfactorily complete a P.O.S.T background check (US citizen, resident of California, no felony or job related misdemeanor convictions).
- Must possess a Valid "C" California Driver License and maintain it during the course of employment.
- Must be insurable to drive company vehicle. Operate motor vehicles in a safe and lawful manner.
- Must agree to drug screening as required.

- Be able to communicate effectively, knowledgeably, and professionally, both orally and written, with the public, fellow employees and HSSF volunteers, as well as law enforcement agencies and District Attorney Personnel.
- Understand and carry out oral and written instructions.
- Perform the job in a professional manner and work efficiently under pressure.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Manage multiple priorities.
- Perform other duties as needed.

Required Knowledge:

- Investigative procedures and processes.
- State and federal laws relating to animal welfare.
- Laws of arrest, search and seizure.
- Police report writing.
- Courts and legal system.
- Basic domestic animal care.
- Safe and humane animal handling.
- Citizen's Constitutional rights.

Physical demands:

- While performing this job an employee is regularly required to use hands and fingers; handle or feel objects, tools or controls; reach with hand and arms; and talk and hear.
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different heights.
- Requires the ability to occasionally lift, push and/or move up to 100 lbs. or more.
- Work with and restrain animals of all sizes.

Working Conditions:

- Dealing with possible unruly, vicious and dangerous animals.
- Dealing with possible hostile public.
- Operating various vehicles (with possible towing—horse/stock trailer, etc.) under all types of weather road conditions.

Examples of Essential Duties:

- Patrol Placer County West of Dutch Flat looking for abused or neglected domestic animals.
- Receive and investigate complaints and reports from the public and other agencies regarding animal cruelty; tactfully handling Of unusual and/or difficult situations.

- Collect evidence and appear in court as a witness.
- Speak at schools and to other community groups about the Humane Society of the Sierra Foothills.