



SOCIETY FOR THE PREVENTION
OF CRUELTY TO ANIMALS LOS ANGELES
INVITES APPLICATIONS FOR THE POSITION OF:

**HUMANE OFFICER – Level 1
TRAINEE**



SALARY

\$39,520.00 Annually

\$3,040.00 Monthly

\$19.00 Hourly

OPENING DATE: December 22, 2008

CLOSING DATE: OPEN UNTIL FILLED

THE POSITION

Primary focus of learning to perform the duties of a Level One Humane Officer. Trainees are instructed in the duties of a Level One Humane Officer as described in Duties & Responsibilities. Field Training lasts approximately 900 hours. Field training is a process by which an individual officer receives formal and structured instruction on the job. Although an officer graduating from a basic police academy has received a thorough introduction to basic law enforcement subjects, the new officer cannot be expected to immediately assume the full responsibilities of an experienced humane officer. The new officer must receive additional training in the field where he / she can learn from an experienced humane officer.

DUTIES AND RESPONSIBILITIES

- Investigate and enforce violations of applicable local and state laws professionally and expediently in a manner that is consistent with the agency' policies.
- Respond to and resolve calls from citizens and fellow law enforcement agencies relating to animal abuse / neglect and animal rescue services.
- Provide back-up assistance as requested by field officers.
- Maintain a professional attitude and appearance both in uniform and in person. Develop and maintain good working relationships with other animal welfare agencies, law enforcement agencies and the public.
- Prepare reports, cases and complaints as required for appropriate action 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 agency's policies. Actively support and promote the missions / goals of the agency.
- Assist the department supervisor in the administrative and operational functions of the department.
- Monitor the animals in custody for continued health on a regular basis.
- Perform other essential duties as required to improve the functioning of this organization.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- Eligible to be sworn as a Humane Officer and satisfactorily complete a P.O.S.T. background check (US Citizen, resident of California, no felony or job related misdemeanor convictions)
- Successful completion of basic training established by Commission on Peace Officer Standards and Training for a

Level 1 Reserve Officer or full basic academy.

- Must pass a medical and psychological examination as well as a drug-screening test.
- Must possess a Valid "C" California Driver License and maintain during the course of employment.
- High School diploma or G.E.D. equivalent.
- Successfully complete all training courses mandated by state law and the employer.
- Requires the ability to safely operate a firearm in accordance with department policy and state laws.
- Obtain all necessary licenses and/or weapons permits.
- Enforce applicable state and federal law as relating to animal welfare.
- Process cases as required for prosecution.
- Process daily caseload, including all related paperwork, in an orderly and timely manner.
- Provide back-up as needed to ensure the department and agency responsibilities are covered adequately as authorized.
- Communicate effectively and professionally, both orally and written, with the public, fellow employees and agency volunteers.
- Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure.
- Understand and carryout oral and written instructions.
- Interpret a variety of instructions furnished in both written and oral forms.
- Detect symptoms of sickness in animals.
- Insurable to drive company vehicle.
- Operate motor vehicles in a safe and lawful manner.
- Keep vehicles stocked with required and necessary equipment.
- Operate a two-way radio in a professional manner.
- Must be willing to work irregular hours, nights and over time as requested.
- Ability to meet physical requirements.
- Must meet all requirements for a Level 1 Humane Officer.
- Flexibility to adapt to different support needs created by varying work styles.
- Work efficiently under pressure and show good maturity and judgment.
- Originate, execute projects with little supervision.
- Apply mathematical concepts such as addition, subtraction, fractions and percentages to practical situations.
- Manage multiple priorities.
- Perform other duties as needed

KNOWLEDGE OF

- State and federal laws, ordinances and regulations relating to animal welfare
- Laws of arrest, search and seizure, probable cause, evidence gathering and right to counsel
- Police report writing
- Courts and legal system
- Basic domestic animal care
- Safe and Humane animal handling
- Basic methods of animal collection, impoundment and registration
- Various breeds of dogs, cats and other domestic animals, various kinds of animal behavior

PHYSICAL DEMANDS

- Apprehend and restrain suspects according to department policy and state law.
- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and hear.
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height.
- Perform works which involves frequent lifting, carrying and/or pushing of 75 lb. and occasionally lift, push and/or move up to 100 lb. or more. The employee will also be required to lift and carry equipment and disabled animals long

distances (up to 1/4 mile) over varied and rugged terrain.

- Work with and restrain animals of all sizes. Remove livestock and pet animals caught in disaster situations such as fires, floods and earthquakes.

WORKING CONDITIONS

Dealing with possible unruly, vicious and dangerous animals and impounding the same safely and humanely; possible hostile public, operations of a vehicle under all types of weather road conditions; heavy and fast-paced workload, possible exposure to parasites and infectious diseases; strenuous physical activity; must be willing to work irregular hours, shifts, weekends, holidays and standby. Exposure to all types of weather conditions. The noise level in performing this job varies depending on the task being performed.

SELECTION PROCESS

1. All applications are reviewed and accepted, based on meeting minimum requirements.
2. A written exam is administered and scored. Candidates with passing scores will be invited to participate in next step.
3. A Physical Abilities Test (PAT) is designed to measure strength, agility, and endurance. Candidates with passing scores will be invited to participate in the next step.
4. The Department Interview will be conducted by a panel to assess your accomplishments, job motivation, instrumentality, interpersonal skills, continuous learning orientation, and oral communication skills. (ONLY those candidates who pass the interview will be scheduled for further testing).
5. The Background Investigation will include checks of employment, police, financial, education, and military records and interviews with family members, neighbors, supervisors, co-workers, and friends.
6. The Medical Evaluation is thorough and it is essential that you be in excellent health with no conditions, which would restrict your ability to safely do Humane Officer work. The Psychological Evaluation consists of an individual oral interview and evaluation by a psychologist on factors related to successful performance in the difficult and stressful job of a Humane Officer.
7. Certification is the final step in the selection process. To be considered for hiring, you must have successfully completed all steps in the selection process.

APPLICATION DEADLINE: Open Until Filled.

Job bulletins can be obtained 24 hours a day at www.spcala.com. Resumes may be emailed to jobs@spcala.com. Applications and job bulletins may be obtained at the Administration Building, 5026 W. Jefferson Blvd from 8:00 a.m. to 5:00 p.m., Monday – Friday.