

Job Title: Humane Officer

Department: Sheriff's Office
Immediate Supervisor: Sergeant

BRIEF DESCRIPTION OF THE JOB: Investigates animal complaints and completes reports. Also captures and/or destroys animals when needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Investigates animal complaints by reviewing reports, interviewing complainants and witnesses, locating reported animal, recording any damages and reviewing the case with the County Attorney.	45%	L
2) Performs other duties by maintaining training, providing manpower for office functions and enforcing county ordinances.	30%	L
3) Captures problem animals by using catch pole for non aggressive animals, setting traps for wild or dangerous animals, using a tranquilizer gun when necessary and transporting animal to appropriate location.	20%	M
4) Provides K-9 duties by performing K-9 training, searching vehicles and buildings for drugs and conducting K-9 programs for schools and community groups.	5%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations
Sitting	F	Desk work, driving
Walking	F	Searching for animals, setting traps
Lifting	F	Equipment, animals
Carrying	O	Equipment, animals
Pulling	O	Catch poles, equipment, animals
Pushing	O	Equipment, animals
Using Fine Dexterity	O	Computer keyboard
Reaching	O	For animals and equipment
Kneeling	O	Trapping animals
Crawling	O	Searching for animals
Twisting	O	Trapping animals
Climbing	O	Fences, trees
Balancing	O	On fences and trees
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with general public and on telephone
Talking	F	Communicating with general public and on telephone
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Vehicle, catch pole, dart gun, traps, shot gun, rifle, pepper spray, computer, flashlight, weather gear

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	D	Extreme Temperatures	D	Noise and Vibration	D
Fumes and Odors	D	Wetness/Humidity	D	Darkness or Poor Lighting	W

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards	Y
Fire Hazards	Y	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

Bite gloves, rubber gloves

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	O	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

Basic Animal Control Certification
Texas Peace Officers License
Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.