



4000 Industrial Rd - Wickenburg, AZ 85390
Ph: (928)684-8801 Fax: (928)684-5480
www.WickenburgHumane.com

JOB DESCRIPTION

Job Title: Humane Officer (Non-enforcement)
Reports to: President & CEO
FLSA Status: Non-Exempt, Full-time
Salary: 103 | \$16.94 – \$21.18 per hour
Prepared Date: February 2024
Hours: 40 hours per week

DEFINITION: Under general supervision, performs work of moderate difficulty associated with animal care and animal welfare in the community. This is a civilian, non- "AZPOST certified" position.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of HSW policies and procedures; State and local laws, statues, and ordinances related to animal care and rabies control; practices and techniques in the welfare and humane treatment of animals; physical and behavioral characteristics of animals; common disease symptoms, cause, and procedures; animal restraint techniques and equipment; trapping, transport, and release of feral cats; sanitizing practices of animal quarters; the geography, roads, and streets of the Town of Wickenburg and surrounding communities; methods and techniques of investigation including rules of evidence, laws of arrest and court procedures.

Skill in interpreting and applying state and local laws relating to animal control and humane treatment of animals; identifying various types of animals, recognizing abnormal behavior and disease symptoms; capturing, controlling, caring and transporting animals; the safety and efficient use of equipment, tools and aids utilized in the performance of animal control and care activities; preparing accurate records and reports; establishing and maintaining effective working relationships with employees, other agencies, and the public; exercising patience, care and compassion in dealing with animals; maintaining composure, and working effectively under stressful and emergency situations; dealing impartially with people of different social, economic, and ethnic backgrounds; following and communicating written and verbal instructions.

Ability to assess and prioritize multiple tasks, projects, and demands; establish and maintain effective working relationships with employees, other agencies and the public and law enforcement; follow written and verbal instructions; lift 25 to 50 lbs; bend, walk, and stoop; perform the essential functions of the job specifications with or without a reasonable accommodation.

Perform various custodial duties as required or directed. Be familiar with animals available for adoption. Administer medications and treatments as directed. Dependable and TEAM minded. Other duties as assigned.

This position has no law enforcement authority.

MINIMUM QUALIFICATIONS: Applicants must hold a High School Diploma or GED equivalent and have at least two (2) years of experience in animal control, law enforcement, veterinary clinic or animal shelter. Alternatively, an equivalent combination of education and experience will be considered. It is mandatory to possess and maintain a valid Arizona driver's license. Successful completion of a background check is also required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work will occur in an animal shelter and field environment. While performing the duties and responsibilities, the employee may be exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. May be subject to animal bites and/or scratches.

ADDITIONAL REQUIREMENTS: May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects, and vermin.

Must possess and retain a valid Arizona Driver's License.

May be required to lift and/or carry heavy, bulky supplies, materials, and animals weighing up to 50 pounds.

May be required to work a flexible schedule outside the normal work schedule.

Must participate in continuing education by furthering personal knowledge associated to job tasks and sharing with staff quarterly at staff meetings.

Must be able to exercise sound judgment when working without supervision and under emotional stress.

Must be of good moral character and possess an even disposition.

Must be able to deal effectively and politely with people from diverse backgrounds and experiences in a variety of difficult situations.

Must possess a high level of professionalism and strong interpersonal skills.

Must adhere to proper HSW attire and personal hygiene policies.