

HUMANE ANIMAL OFFICER

FUNCTION OF THE JOB

Under supervision, to function as Humane Officer as defined in Wisconsin State Statutes in the enforcement of laws and ordinances relating to animals; to administer County programs for the regulation, licensing, impounding, treatment, and disposal of animals; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Receives and investigates complaints from municipalities, police departments, animal shelters, and citizens concerning the suspected inhumane treatment of animals.
2. Enforces statutes and ordinances relating to animals by issuing citations, generating abatement orders, requesting and assisting law enforcement agencies and the District Attorney in the preparation of search warrants, gathering of evidence, and requesting and cooperating in the prosecution of violations.
3. Assists the Waukesha County Corporation Counsel's Office in the preparation of civil complaints related to animal licensing, rabies control, Dangerous and Prohibited Dangerous Declarations and recoveries of County monies for animal impoundments.
4. Advises law enforcement officers as they execute warrants and enforce laws relating to animal neglect and cruelty; assists officers dealing with aggressive animals.
5. Under emergency circumstances, may remove, shelter, or care for any animal found to be cruelly exposed to the weather, mistreated, or abandoned, or may deliver animals to others for shelter or medical attention.
6. Inspects kennels, pet stores, animal shelters, stables, living history museums, and other animal-related facilities for compliance with applicable regulations upon request.
7. Investigates reports of animal bites in accordance with the County's rabies control ordinance; determines proper method of quarantine; observes animal for signs of rabies.
8. Inspects live animal shows to ensure safe and humane conditions for all show animals.
9. Provides education programs and advice to citizens regarding laws and ordinances and generally accepted practices pertaining to the proper care and disposal of animals, and the proper methods or agencies to be used in handling problems with wild animals.
10. Participates in the County's emergency management program working cooperatively with law enforcement agencies, Humane Societies, the Red Cross, Public Health and others concerning animals in disaster.
11. Works cooperatively with Public Health and law enforcement agencies regarding animal quarantines for emerging zoonotic diseases.
12. Works in cooperation with the Humane Societies, the Waukesha County Veterinary Medical Society, and animal shelter professionals, in providing educational information to the public regarding the proper and humane treatment of animals.
13. May appear in court and provide testimony as necessary.
14. Coordinates 24/7 coverage of on-call staff, and provides work instruction for new on-call employees.
15. Establishes and maintains effective working relationships with law enforcement agencies, humane societies, animal shelters, local government officials and the public.
16. Maintains accurate and detailed records, and prepares and presents written and oral reports and records as required.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the laws and ordinances covering the licensing, impounding, treatment, and disposal of animals.
2. Comprehensive knowledge of the habits, care, behavior, and requirements of domesticated and wild animals.
3. Working knowledge of investigative techniques and procedures.
4. Working knowledge of equipment and techniques used for the control of animals and in the collection of evidence, including capture equipment, cameras, etc.
5. Working knowledge of computerized department software, internet access, and database, spreadsheet, and word processing programs.
6. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
7. Ability to conduct research and field investigations of complaints, including visual inspections of premises and animals.
8. Ability to explain and enforce laws and ordinances and generally accepted practices covering the care and protection of animals in a clear, concise, and courteous manner.
9. Ability to safely handle and transport animals and to utilize appropriate animal control and evidence gathering equipment.
10. Ability to keep accurate and detailed records and make clear and concise written and oral reports.
11. Ability to establish and maintain effective working relations with law enforcement agencies, humane societies, animal shelters, local government officials, and the public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
13. Ability to utilize word processing, database, and spreadsheet programs.

Training and Experience

1. Graduation from high school or GED equivalent.
2. Three years of continuous work experience or volunteer experience in the care, protection, or treatment of animals, or work experience in the care or breeding of large animals.
3. Certification as a Humane Officer through the State of Wisconsin within one (1) year of employment.
4. Certification as an Agriculture, Trade and Consumer Protection (ATCP) Rabies Observer through the State of Wisconsin within one (1) year of employment.