



Wood County Humane Society
801 Van Camp Road, Bowling Green, OH 43402

Position Title: Humane Agent

Supervision: Shelter Manager

Job Description Full-time, salaried, exempt position, wage negotiated. The Humane Agent is responsible for investigating and prosecuting cases of animal cruelty and neglect in Wood County.

Responsibilities and Duties:

- Understand and enforce animal cruelty statutes in Ohio Revised Code (ORC Section 959)
- Investigate all allegations of animal cruelty and neglect
- Issue citations and file complaints with court for violations of the law after:
 - Educating owners in person and by using educational fliers to improve quality of life for animals
 - Recommending (and assisting as needed as resources allow) compliance with the law
 - Discussing violations with Shelter Manager and Prosecutor
- Prepare and execute search warrants, after discussing with Shelter Manager and Prosecutor
- Appear and testify in court as needed
- Assist with calls of sick and injured animals as needed
- Be available for after hours calls and communication with Sheriff's Department
- Understand basic husbandry of any species of domestic animals, including handling and transport
- Create and maintain a current list of all cities, villages, and townships in Wood County and their respective regulations/laws related to domestic animals, as well as county and state regulations/laws, and new legislation
- Seek out and attend continuing education opportunities relevant to field
 - Apply for grants to assist in funding continuing education opportunities
- Interact positively with all external stakeholders:
 - Report suspicions of child abuse to the appropriate agency as required by law
 - Educate the public about humane animal treatment, give presentations to public
 - Maintain a productive working relationship with area judges, prosecutors, law enforcement agencies, dog wardens, animal shelters/rescues, veterinarians, media, and WCHS staff/board
 - Interact with the media after consultation with Shelter Manager and Prosecutor
- Maintain detailed records:
 - Keep detailed documentation on all activities, in the field and office
 - Gather evidence for cases: documentation and chain of custody procedures must be carefully followed
 - Provide written monthly cruelty report for Shelter Manager and Board of Directors
 - Provide written annual cruelty report for Shelter Manager, Board of Directors, and County Commissioners
- Work closely with Shelter Manager on cases to manage effects on shelter population
- Attend shelter staff and monthly board meetings as determined by Shelter Manager
- Assist with shelter operations as needed
- Perform other duties as assigned

Position Requirements:

- Have earned a high school diploma or equivalent
- Maintain valid Ohio driver's license and be insurable for shelter vehicle policy
- Successfully pass a background check
- Successfully complete state-mandated Humane Agent Training course, and work towards National Animal Cruelty Investigation certification (three levels)
- Have a background in criminal justice, social work, or related field (i.e. Animal Control Officer) and/or prior experience with a variety of domestic animals, including farm animals is preferred
- Be willing to learn and perform daily shelter operations
- Be willing to work irregular hours that may include nights, weekends, and holidays
- Be willing to travel to attend continuing education opportunities
- Be able to respond to physically demanding, stressful and emotional situations in a professional manner
- Be able to lift at least 40 lbs
- Possess strong oral and written communication skills, ability to read, write, and understand basic math
- Possess sound ethical and moral judgement, ability to maintain confidentiality
- Have operating knowledge of Microsoft Word, email, Facebook and Excel, and be willing to learn shelter software
- Utilize appropriate safety procedures for self and the public, as well as be aware that risk of job related injury, disease or infection exists

I have read, understand, and agree to comply with the above information.

Employee signature: _____ Date: _____

Supervisor's signature: _____ Date: _____ Employment start date: _____