



pasadena humane society & spca
open door. dedicated care.

Animal Control Officer (Full-Time, Non-Exempt)

The Pasadena Humane Society & SPCA is seeking an outgoing, energetic, flexible, detail-oriented person for the position of Animal Control Officer. This position requires basic knowledge of animal handling and the ability to learn to enforce animal related City Ordinances and State law. Candidate must enjoy working with members of the public, have excellent communication and computer skills, and a positive attitude.

REPORTS TO: Field Services Supervisor (Lieutenant)

TYPICAL RESPONSIBILITIES

- Patrol city streets for animal related violations of law.
- Issue warnings and citations as warranted.
- Impound stray and lost pets and wildlife.
- Impound deceased animals.
- Rescue animals from dangerous places and/or situations.
- Answer busy telephones and perform the duties of Radio Dispatcher as needed.
- Perform a variety of other duties as assigned by the Field Services Supervisor.

SKILLS & QUALIFICATIONS

- Minimum high school graduate (or GED/proficiency certificate). Prior law enforcement or animal control officer experience highly desirable.
- Must possess the knowledge and manual dexterity to operate a computer terminal.
- Understand and follow verbal and written instructions, department policies, rules, laws and regulations.
- Evaluate sensitive and dangerous situations and adopt a quick, reasonable and effective course of action during stressful situations.
- Ability to write clear and accurate reports in a timely manner; interact and communicate effectively with a culturally diverse population.
- Operate a large motor vehicle.
- Must possess the physical ability to climb, walk, and run.
- Lift, drag and carry up to 40 lbs. with occasional need to carry up to 100 lbs.
- Must be at least 18 years of age at the time of appointment.

ADDITIONAL REQUIREMENTS

- Must possess a valid Class C California Drivers License with a good driving record as a condition of employment.
- Must be a U.S. citizen or a permanent legal resident.
- A conviction of any felony offense is cause for disqualification from employment; certain misdemeanors or other than an honorable military discharge may be cause for disqualification.
- If hired, must successfully complete a P.O.S.T. Certified P.C. 832 Level-3 Course as a condition of continued employment.

WORK SCHEDULE

Must be able to work days, nights, weekends, holidays, and overtime as needed, and be on-call.

WORKING CONDITIONS

Fast-paced work environment. Work indoors and outdoors during all types of weather. Daily exposure to animals (domestic and wildlife).

BENEFITS

The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), 100% company-funded pension plan, short and long-term disability, paid vacation and sick time, and other benefits.

EXAMINATION

Applicants who appear to be the highest qualified are contacted and invited to participate in the first phase of the selection process, which consists of a written examination. Applicants who succeed in the written examination are invited to an oral interview to further evaluate their experience, knowledge, skills and abilities.

TO APPLY

Send résumé along with a brief cover letter to hr@pasadenahumane.org or via mail to *Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105*, or via fax to (626) 792-3810. **No phone calls please.**