

Humane Officer

Friendship Animal Protective League

3.13.1 out of 5 stars

Elyria, OH 44035

\$21 - \$25 an hour - Full-time

Profile insights

Find out how your skills align with the job description

Licenses

Do you have a valid **Driver's License** license?

Skills

Do you have experience in **Writing skills**?

Education

Do you have a **High school diploma or GED**?

Job details

Pay

- \$21 - \$25 an hour

Job type

- Full-time

Shift and schedule

- Weekends as needed

- **Evenings as needed**
- **On call**

Benefits

Pulled from the full job description

- Uniform allowance
- Health insurance
- Paid time off
- Paid holidays

Full job description

Humane Officer (Humane Society Agent)

Department: Humane Investigations

Classification: Full-Time, Non-Exempt

Reports To: Chief Humane Officer

Position Summary

The Humane Officer serves as a Lorain County law enforcement representative for the Friendship Animal Protective League (APL), working to prevent cruelty to animals and enforce Ohio animal welfare laws. This position conducts animal cruelty and neglect investigations, removes animals from unsafe or unlawful situations when legally warranted, prepares detailed case documentation, and appears in court proceedings. Humane Officers work closely with law enforcement agencies, prosecutors, veterinary professionals, and internal staff to ensure compliance with animal welfare statutes.

Necessary Skills and Abilities

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office and ability to learn Friendship APL's animal welfare software
- Ability to work irregular hours, including evenings and weekends
- Ability to understand, interpret, and enforce laws
- Demonstrated experience handling crisis and high-stress situations
- Ability to de-escalate emotionally charged encounters
- Animal handling experience; use of safe handling equipment preferred
- Strong attention to detail and organizational skills
- Commitment to Friendship APL's mission and standards of animal care

Working Conditions

Friendship APL operates seven days per week. Employees are exposed to animals of varying species, health conditions, and temperaments. Work is performed indoors and outdoors year-round. This position requires a flexible schedule, on-call availability, and the ability to perform physically demanding tasks including standing, walking, bending, and lifting up to 50 pounds unassisted. Workdays may exceed eight hours, and court appearances may be required on weekdays.

Essential Job Responsibilities

- Conduct animal cruelty and neglect investigations in accordance with Ohio law
- Remove animals from unsafe or unlawful situations when legally justified

- Participate in animal care, cleaning, and shelter duties as assigned
- Adhere to all Friendship APL Standard Operating Procedures and department policies
- Educate the public regarding Ohio animal welfare laws
- Recognize and appropriately respond to animal illness, injury, or suffering
- Use department-issued equipment including uniforms, vehicles, and evidence tools
- Respond to calls, complaints, and reports in a timely and professional manner
- Prepare accurate case reports, evidence documentation, and court records
- Notify supervisory staff of high-profile or sensitive cases
- Maintain confidentiality of investigations and records
- Serve as a mandated reporter of suspected abuse or neglect
- Coordinate with law enforcement, courts, and veterinary professionals
- Respond to after-hours emergency calls as required
- Maintain organized case files and documentation
- Support and work cooperatively with staff, supervisors, and volunteers

Minimum Qualifications

- High school diploma required; college degree strongly preferred
- Animal-related and law-related experience preferred

- Valid Ohio driver's license with an insurable driving record
- No felony, violence-related, drug-related, or sex-related criminal convictions
- Willingness to become a certified euthanasia technician after hire
- Ability to read, understand, and follow instructions

Post-Hire Requirements

Employees must complete state-mandated OPOTA training, pass the humane agent examination, and meet all eligibility requirements for appointment by Friendship APL. A mandatory 90-day probationary training period applies, with employment status reviewed at the conclusion of the probationary period.

Benefits

- Health insurance (optional)
- Holiday pay
- Personal time off

Pay: \$21.00 - \$25.00 per hour

Benefits:

- Health insurance
- Paid time off
- Uniform allowance

Work Location: In person