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**HOW TO APPLY:** Interested candidates need to complete, and submit, an *Application, Cover Letter, and detailed Resume* through PRISM or at:

[https://maine.wd5.myworkdayjobs.com/en-US/Executive/details/District-Humane-Agent\\_R25-00737-1?Department=473d696f7b721000e48cbb353c10000](https://maine.wd5.myworkdayjobs.com/en-US/Executive/details/District-Humane-Agent_R25-00737-1?Department=473d696f7b721000e48cbb353c10000)

Direct Hire Application forms can be obtained at the NRSC website:

<https://www.maine.gov/nrsc/jobs/application.shtml>

If you are unable to apply online, please mail application materials to:  
**Natural Resources Service Center**  
c/o Kristin McCamish  
32 Blossom Lane  
Marquardt Building  
Augusta, ME 04333

**APPLICATIONS MUST BE RECEIVED BY:**  
**12:01 AM October 21, 2025**

# Direct Hire Career Opportunity Bulletin

## DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

SHS #28-Offices located at Harlow/Williams Pavilion/Deering Buildings-Augusta, ME 04333

### DISTRICT HUMANE AGENT

<b>Opening Date:</b>	October 06, 2025	<b>Closing Date:</b>	12:01 AM October 21, 2025
<b>Location:</b>	Androscoggin/Oxford Counties	<b>Position #:</b>	00500-0921
<b>Position Type:</b>	Full Time	<b>Class Code:</b>	9158
<b>Grade/Salary:</b>	Grade 20 - \$20.68 - \$28.88 Per Hour		

**BRIEF JOB DESCRIPTION:** The location of this position is Oxford and Androscoggin Counties. This is investigative and protective services work in the investigation of complaints alleging abuse of or cruelty to animals, the inspection of animal facilities, and the monitoring of events involving animals. Work includes coordinating and conducting investigations with other law enforcement agencies; securing and executing search warrants; collecting, securing, and maintaining continuity of physical evidence; affecting arrest of alleged offenders; and maintaining liaison between federal, state, county, and local law enforcement agencies. Work is performed under general supervision.

#### REPRESENTATIVE TASKS:

- Receives and investigates complaints alleging cruelty to or abuse of animals in order to ascertain validity.
- Inspects pet shops, kennels, shelters, fairs, circuses, concerts, and other place where animals are kept in order to ensure compliance with applicable laws, rules, regulations, and requirements.
- Gathers, compiles, and presents information in order to promote the successful prosecution of court cases.
- Plans, coordinates, and conducts interagency investigations in order to ensure complaint investigation and other work is coordinated and accomplished in a proper and timely manner.
- Explains and interprets animal welfare laws, rules, and regulations to law officers, public officials, and others in order to promote understanding of and compliance with requirements.
- Writes reports of investigations and inspections.
- Testifies in court regarding results of investigations in order to provide information and assist in the prosecution of cases.
- Observes, handles, and examines animals for signs and symptoms of abuse and/or neglect in order to determine complaint validity and/or alleged violation of animal welfare laws, rules, and regulations.
- Takes abused and/or neglected (often vicious and/or dangerous) animals into physical custody through legal process in order to protect the animal.
- Collects, secures, and maintains continuity of physical evidence in order to ensure evidence is usable and effective in the prosecution of cases.

#### ENTRY LEVEL KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Knowledge of the proper care, handling, maintenance, and treatment of large and small animals.
- Ability to communicate effectively.
- Ability to meet enforcement problems with firmness and tact.
- Ability to deal effectively and courteously with the public.
- Ability to physically examine and handle abused, neglected, and/or vicious or dangerous animals humanely.

**FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:** *(These may be acquired on the job and are needed to perform the work assigned):*

- Knowledge of Maine animal welfare laws, rules, and regulations.
- Knowledge of first aid techniques and practices for animals.
- Knowledge of investigation methods and techniques.
- Knowledge of public speaking principles, practices, and techniques.
- Ability to apply animal welfare laws to field situations.
- Ability to plan, coordinate, and conduct interagency investigations.
- Ability to prepare cases for trial.
- Ability to train others.

**MINIMUM QUALIFICATIONS:** A three (3) year combination of training, education, and/or experience as an animal shelter employee, Veterinary Technician, or in animal control enforcement or equivalent experience. Qualifying experience must include experience with horses and livestock.

No matter where you work across Maine state government, you find employees who embody our state motto—"Dirigo" or "I lead"—as they provide essential services to Mainers every day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave**. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- **Health Insurance Coverage**– The State of Maine pays **85%-100%** of employee-only premiums (\$11,857.68-\$13,950.24 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- **Health Insurance Premium Credit**– Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about [program requirements](#).
- **Dental Insurance**– The State of Maine pays 100% of employee-only dental premiums (\$365.28 annual value).
- **Retirement Plan**– The State of Maine contributes **14.11% of pay** to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.
- **Gym Membership Reimbursement**– Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Public Service Student Loan Forgiveness**– The State of Maine is a qualified employer for this federal program. For more information, visit the [Federal Student Aid office](#).
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **forty-two (42) consecutive calendar days of fully paid parental leave**. Additional, unpaid leave may also be available, under the [Family and Medical Leave Act](#).
- **Voluntary Deferred Compensation**– Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about **additional wellness benefits** for State employees from the [Office of Employee Health and Wellness](#).

There's a job and then there's purposeful, transformative work. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. Applicants demonstrate job requirements in differing ways, and we appreciate that many skills and backgrounds can make people successful in this role.

As an Equal Opportunity employer, Maine State Government embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.

If you're looking for a great next step, and want to feel good about what you do, we'd love to hear from you. Please note reasonable accommodations are provided to qualified individuals with disabilities upon request.

### ***Thinking about applying?***

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.