THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06222599 | DATE POSTED: 01/11/22

POSITION NO: 202844 | CLOSING DATE: 01/25/2022 by 5 PM

POSITION TITLE: **Senior Extension Agent**

DEPARTMENT NAME / WORKSITE: DNR / AGRICULTURE - DOA Vet & Livestock Program / Shiprock, NM

WORK DAYS: Mon - Fri | REGULAR FULL TIME: ☑ | GRADE/STEP: BQ61A

WORK HOURS: 8 am - 5 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 35,558.64 PER ANNUM

SENSITIVE ☐ | SEASONAL: ☐ | DURATION : | $ 17.03 PER HOUR

NON-SENSITIVE ☑ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

To provide veterinary services at the Shiprock Veterinary Clinic for direct community services; includes wellness prevention activities for animal vaccinations, deworming, and tick products for Navajo animals; services include surgical support to the surgeons for prep, surgery and the recovery of surgical patients; outreach education on healthy animals, spay/neuter and disease prevention; assist with client intake history, medical / case history documentation, discharge processing; be proficient with the restraint of animals; maintain biosecurity of the clinic with disease prevention, cleanliness and safety; maintain surgical packs and general procedures related to surgical preparation; documentation of appropriate drug logs, inventory and supply ordering for the veterinary clinic; infrastructure maintenance of the veterinary clinic and assist to maintain record system developed by the Administrative Service Officer (ASO); provide quarterly narrative summaries and reports on the veterinary services that have been provided. Demonstrate honesty, good work ethic and accountability when accepting cash payments from clients as well as adequate record keeping. Moderate travel to community sites within Navajo Nation is essential. Will assist in field services as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience that involved in providing technical, medical and/or other assistance in a veterinarian clinic, in agriculture, ranching, mining or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic care and treatment techniques utilized by veterinarians and other animal health care providers. Understanding of clinic flow; experience in surgical preparation, monitoring and the recovery of surgical patients. Able to provide vaccinations & deworming to small animals; general knowledge of animal health, nutrition and treatment. General knowledge on large animal care, health and handling. Be able to handle large and small animals. Skill in providing medical and related assistance and care under the direction of a veterinarian. Skill in operating a personal computer utilizing a variant of software applications. Able to provide monthly reports on field activities. Establish and maintain effective and cooperative working relationships with others. Strong public speaking skills. Must be able to work independently or with a team. Must be able to lift 50+ pounds.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.