

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR1262889

Date Posted: 02/14/11

POSITION NO: 224859

Closing Date: 02/28/11

CLASS CODE: 3185

POSITION TITLE: ANIMAL CONTROL OFFICER

DEPARTMENT NAME: Division of Natural Resources/Fish & Wildlife Department

DEPARTMENT NO: 126 WORKSITE LOCATION: Ft. Defiance, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N590A

Days: Monday - Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 23,899.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.49 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Patrols assigned areas and monitors for animal control problems; responds to complaints regarding animals behaving in a threatening manner or being a nuisance; issues warnings and citations to owners who violate ordinances or laws; files citations and offense reports with courts; testifies in court as needed; maintains records and documentation regarding animal control. Uses firearms in control and disposal of predators and wild dogs; uses tranquilizer devices to immobilize problem animals; picks up stray and unwanted dogs and cats; euthanizes unwanted, unclaimed, sick and/or injured animals; investigates livestock damage cases involving dogs and other animals; investigates bite incidents, impounds and monitors animal; uses a variety of devices including ropes and/or nets to catch and secure animals for transport to animal shelter. Works with other agencies to assist with rabies vaccinations, neuter and spay clinics; cleans and maintains animal shelter; responds to calls to pick up and dispose of dead animals; feeds and cares for animals in shelter; answers calls regarding animal control issues; presents and educates the public regarding proper animal care.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

One (1) year of animal control related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation ordinances and laws governing animal control, animal control methods and techniques, basic care and feeding of animals, and skill in the use of firearms. Skill in the use of a variety of animal control equipment, preparing and maintaining written reports, verbal and written communication. Ability to enforce laws tactfully, firmly, and impartially.

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 90 days of employment must obtain a NN Vehicle Operator's Permit, a First Aid and CPR Certificate. Within one (1) year of employment must obtain an Animal Control Officer Certificate from the National Animal Control Association Training Academy, Level, I, II and III - Euthanasia Certification, Bite Stick Certification, Chemical Immobilization Certification and OCAT (Pepper Spray) Certification and a NN Commissioned Law Enforcement Officer Certification. Must have no misdemeanor convictions within the past 1 year prior to start of employment and must have no felony convictions.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*