THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0629974**	DATE POSTED:	**04/13/15**
POSITION NO:	**243288**	CLOSING DATE:	**04/24/15**
POSITION TITLE:	**Extension Agent**		
DEPARTMENT NAME / WORKSITE:	**Agriculture / Veterinary & Livestock Program / Tse Bonito**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

To provide veterinary services in the field on the veterinary mobile unit for direct community services; includes wellness prevention activities for animal vaccinations, deworming and tick products for Navajo animals; services include surgical support to the contracted high volume 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 mobile 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 mobile unit; infrastructure maintenance of the mobile unit and assist to maintain record system developed by the program manager; provide weekly summaries and reporting on each community sites that services have been provided. Demonstrate honesty, good work ethic and accountability when accepting cash payments from clients.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or Ged; and two (2) years of experience involved in providing technical, medical and/or other assistance in a veterinarian clinic, in agriculture, ranching or closely related field environment.

Preferred Qualifications:

- An Associate's degree in Agriculture, Animal Science, Agronomy, Horticulture, Animal Health or a closely related field.
- One (1) year of experience that involved providing technical and/or medical assistance in a veterinary clinic, in agriculture, ranching or closely related environment.
- Training or certification in related field.

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:

Basic knowledge of animal health, nutrition and treatment. Knowledge of basic care and treatment techniques utilized by veterinarians and other animal health care providers. Skill in providing medical and related assistance and care under the direction of a veterinarian. Skill in operating a personal computer utilizing a variety of software applications. Able to provide monthly reports on field activities. Establish and maintain effective and cooperative working relationships with others.

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