THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0626810** Date Posted: **07/16/12**
POSITION NO: 156506 Closing Date: **07/27/12**
CLASS CODE: 3072
POSITION TITLE: Extension Agent
DEPARTMENT NAME: DNR/Department of Agriculture
DEPARTMENT NO: 62 WORKSITE LOCATION: Window Rock Veterinary Hospital
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A
Days: Mon-Fri Permanent: ☑ SALARY:
Hours: 8:00am -5:00pm Temporary: ☐ Duration: $ 24,752.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:
To provide direct assistance to the supervisory veterinarian; functioning only under DVM's direction for animal treatments and surgical assistance, assist with client intake history, follow diagnostic instructions given by the Veterinarians; be proficient with radiological techniques; maintain clinic cleanliness, maintain surgical packs and general procedures related to surgical preparation; building/clinic infrastructure maintenance and assist to maintain record system developed by the veterinarian. Demonstrate honesty, good work ethic and accountability when accepting cash payments from clients.

QUALIFICATION REQUIREMENTS:
Education and Training:
Graduate from college with an Associates Degree in Animal Science, Agriculture, Horticulture or Animal Health or closley related field and ***(to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates)***

Experience:
(1) one year experience working in animal health technology, ranching or veterinary assistance work. Veterinary assistant work should be documented by a Veterinarian or hospital from which the experience was attained. Must have a working knowledge of animal restraint techniques and the handling of large and small animals or an equivalent combination of training and experience.

Application to include at least two letters of recommendation suppporting applicants' honesty, good work ethic and accountablility with cash.

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 & herd services. Establish and maintain effective and cooperative working relationships with others.

License/Certification Requirements:
Must possess a Valid State Driver's License and obtain a NN Operator's Permit within 90 days of employment.

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***