

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

REQUISITION NO: DNR12624355

DATE POSTED: 07/25/22

POSITION NO: 244233

CLOSING DATE: 08/19/2022 by 5pm

POSITION TITLE: Animal Control Officer

DEPARTMENT NAME / WORKSITE: Department of Fish and Wildlife/Animal Control Program, Shiprock, NM

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: BQ59A

WORK HOURS: 8:00 am to 5:00 p PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,004.56 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.37 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Maintain Front Office at Shelter. Keep all shelter clean and all kennel clean on a daily basis. Receive unwanted animals from the public and document them. Prepare all reports required for the position. Maintain daily activity sheet, maintain receipt for moneys collected from the public for all services provided at the shelter, perform animal care, feeding animals, watering animals, monitoring for sick animals. Maintain log for using controlled drugs, maintain best practice for humane care. Assist Animal Control Officers and Seniors Animal Control Officers. Responsible for all animals at the shelter on a day to day basis.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or a GED; and one (1) year of animal control or related experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid stat drivers 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 the Navajo Nation Animal Control Laws and ordinance for Animals. Need to know basic method and procedures for keeping kennel and shelter clean. Need to know basic animal care. Be able to communicate both verbally and written communication. Able to handle animals safely and effectively. Must be able to communicate on the radio and phone in a professional manner. Must be able to lift over 50lbs. Must be able to work alone in an outdoor setting and sometimes hazardous situations involving animals.

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