THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12615893 DATE POSTED: 07/26/18
POSITION NO: 243189 CLOSING DATE: OUF
POSITION TITLE: KENNEL OFFICER
DEPARTMENT NAME / WORKSITE: Fish & Wildlife / Animal Control Program / Tuba City, AZ
WORK DAYS: Various REGULAR FULL TIME: ☑ GRADE/STEP: AI56A
WORK HOURS: 40 hours PART TIME: ☐ NO. OF HRS./WK.: $ 20,800.00 PER ANNUM
SENSITIVE ☑ SEASONAL: ☐ DURATION : $ 10.00 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Maintain front office, receive animals, release impounded animals, greet the public and provide information, answer telephone, review telephone messages and complete service request if needed, maintain daily activity sheets, receipt for fees received, citation issued, quarantine reports, investigation reports and controlled log report. Collect fee associated with license fees, impoundment fees, microchips, vaccinations, deworming and animal restraint supplies, etc. Perform day to day animals care such as feeding, monitoring sick animals, quarantine animals, etc., observe animals for unusual physical and behavioral conditions; detect disease or injury in animals, assist Animal Control Officers with rabies vaccinations and inspection of animals, use weapon such as rifles, tranquilizer guns to capture and/or destroy animals; clean and disinfect kennels area, office and outside of shelter; repair and maintain equipment; provide humane education presentations at chapters, schools and communities; required to complete weekly reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- A High School diploma or GED.

Special Requirements:
- Posses a vail state driver's license
- A favorable background investigation.

(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:
Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, and obtain a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR)Certificate and an Animal Control Officer Certificate form the National Animal Control Associate (NACA) Training Academy, Level I, II, III and within one (1) year of date of hire. Must have no misdemeanor convictions with the past one (1) year prior to date of hire and have no felony convictions.

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