

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

REQUISITION NO: DNR12615985 DATE POSTED: 08/08/18  
POSITION NO: 244234 CLOSING DATE: OUF  
POSITION TITLE: ANIMAL CONTROL OFFICER  
DEPARTMENT NAME / WORKSITE: Fish & Wildlife / Animal Control Program / Shiprock, NM  
WORK DAYS: Various REGULAR FULL TIME:  GRADE/STEP: AI59A  
WORK HOURS: 40 hours PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 26,936.00 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.95 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**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, Experience and Training)**

**Minimum Qualifications:**

- A High School diploma or GED; and one (1) year of animal control or related experience.

**Special Requirements:**

- Possess a valid 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:**

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

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