THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0622535** Date Posted: 10/25/10

POSITION NO: 152953 Closing Date: 11/05/10

CLASS CODE: 3072

POSITION TITLE: **Extension Agent**

DEPARTMENT NAME: Division of Natural Resources/Department of Agriculture

DEPARTMENT NO: 62 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N590A

SALARY:
$ 23,899.20 Per Annum
$ 11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

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 prepraration; building/clinic infrastructure maintenance and assist to maintain record system developed by the veterinarian. Demomstrate honesty, good work ethic and accountability when accepting cash payments from clients.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health or a closely related field; and ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:

one (1) year of experience that involved providing technical, medical and/or other assistance in a veterinarian clinic, in agriculture, ranching, mining, or closely related field environment; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowedge 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 drivers license.

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***