

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

REQUISITION NO: DNR06214752

DATE POSTED: 12/08/17

POSITION NO: 242998

CLOSING DATE: OUF

POSITION TITLE: Extension Agent

DEPARTMENT NAME / WORKSITE: Department of Agriculture / Veterinary Management - Tse Bonito

WORK DAYS: M - F REGULAR FULL TIME:  GRADE/STEP: A159A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 26,936.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.95 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

To provide veterinary services in the field on the veterinary mobile unit for direct community services; includes wellness prevention activities for animal vaccinations, deworming, and tick products for Navajo animals; services include surgical support to the contracted high volume surgeons for prep, surgery and the recovery of surgical patients; outreach education on healthy animals, spay/neuter and disease prevention; assist with client intake history, medical / case history documentation, discharge processing; be proficient with the restraint of animals; maintain biosecurity of the mobile clinic with disease prevention, cleanliness and safety; maintain surgical packs and general procedures related to surgical preparation; documentation of appropriate drug logs, inventory and supply ordering for the mobile unit; infrastructure maintenance of the mobile unit and assist to maintain record system developed by the Administrative Service Officer (ASO); provide weekly summaries and reporting on each community sites that services have been provided. Demonstrate honesty, good work ethic and accountability when accepting cash payments from clients as well as adequate record keeping. Moderate travel to community sites within Navajo Nation is essential.

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

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of experience involved in providing technical, medical and/or other assistance in a veterinarian clinic, in agriculture, ranching or closely related field environment; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's 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 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. Establish and maintain effective and cooperative working relationships with others.

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