

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0627389

Date Posted: 01/14/13

POSITION NO: 156506

Closing Date: 01/28/13

CLASS CODE: 3072

POSITION TITLE: Extension Agent

DEPARTMENT NAME: DNR/Navajo Veterinary Hospital/Department of Agriculture

DEPARTMENT NO: 62 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday-Friday Permanent: SALARY:

Hours: 8am-5pm Temporary: Duration: _____ \$ 24,752.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 11.90 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 preparation; building/clinic infrastructure maintenance and assist to maintain record system developed by the veterinarian. Demonstrate 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

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.

(To receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge 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.

Working knowledge of animal restraint techniques and the handling of large and small animal

License/Certification Requirements:

Preferred: 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