THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR12610181**	DATE POSTED:	**05/26/15**
POSITION NO:	**211655**	CLOSING DATE:	**06/09/15**
POSITION TITLE:	**Senior Animal Control Program**		
DEPARTMENT NAME / WORKSITE:	**DNR - Animal Control Program - Tuba City, AZ**		

WORK DAYS:	Various	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.99	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Patrol assigned areas, respond to complaints regarding dog and cat issues, Enforce Navajo Nation laws regarding dog and cats issues, testify in courts, prepare reports, maintain shelter records and files, Utilize firearms in the control of predators and wild dogs, utilize tranquilizer and immobilization equipment, euthanized unwanted dogs and cats, investigate dog bite, quarantine of animals and related efforts with Health Department and IHS, Work worth other agencies, organization, and humane societies to address sensitive dog and cat issues, Supervise subordinates, train personnel, Make sure employee follow programs Standard Operating Procedures, Perform Employee Performance appraisal as required, Etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years animal control or related experience.

Preferred Qualifications:

- Associate's degree in Criminal Justice or related field.
- Two (2) years of supervisory animal control experience.

Special Requirements:

- A favorable background investigation; and have no misdemeanor convictions within the past one (1) year prior to date of hire.
- Possess a valid state driver's license, a valid First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate, 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, OCAT (Pepper Spray) Certification, and Navajo Nation Commission Law Enforcement Officer Certification.

(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 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. Supervise employees, Must pass background check.

<<A favorable background investigation is required>>

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