

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

REQUISITION NO: DNR12610620

DATE POSTED: 08/10/15

POSITION NO: 243191

CLOSING DATE: 08/24/15

POSITION TITLE: KENNEL OFFICER

DEPARTMENT NAME / WORKSITE: DNR-Animal Control Program - Shiprock, NM

WORK DAYS: Various REGULAR FULL TIME:  GRADE/STEP: AB56A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.76 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Maintain front office, receive animals, release impounded animals, provide information to the public, maintain daily activity sheets, receipt for fees received, citation issued, quarantine reports, investigation reports and controlled log report. Collect fee associated with license fees, impoundment fees, etc. Perform day to day animal care such as feeding, monitoring sick animals, quarantine animals, etc., observe animals for unusual physical and behavioral conditions; detect disease or injury in animals, assist Animal Control Officers with rabies vaccinations and inspection of animals, use weapon such as rifles, tranquilizer guns to capture and/or destroy animals; clean and disinfect kennel area, office and outside of shelter; repair and maintain equipment; provide presentations at chapters, schools and communities

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

**Minimum Qualifications:**

- A High School diploma or GED.

**Preferred Qualifications:**

- One (1) year of animal care experience.

**Special Requirements:**

- Posses a vail 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:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, and obtain a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and an Animal Control Officer Certificate from the National Animal Control Associate (NACA) Training Academy, Level I, II, III and within one (1) year of date of hire. Must have no misdemeanor convictions with the past one (1) year prior to date of hire and have no felony convictions.

**<<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.**