

EXTENSION AGENT

DEFINITION: Under general supervision, provides and performs a variety of veterinarian-focused support services and assistance in the care and treatment of sick and/or injured animals; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides general educational and support services to farmers, ranchers, and others needing technical assistance from the office; assists veterinarian by providing basic treatment and procedures; prepares and cleans examination rooms, barns, kennels and other locations; provides and undertakes basic post-operative care; provides on-going care to animals; maintains files and records associated with medical and other activities.

Collects, issues receipt and accounts for fees paid for services; assists in the construction and maintenance of the clinic and associated facilities; provides public education assistance to veterinarian; provides informational brochures and/or other educational information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation and applicable state and Federal statutes, rules, policies and procedures related to land use, environmental, mining, agriculture, community resources and other areas.

Knowledge of basic animal health, nutrition, and treatment.

Knowledge of basic care and treatment techniques utilized by veterinarians and other animal health care specialists.

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.

Skill in establishing and maintaining effective and cooperative working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves being in close proximity to animals that may be sick, or injured. Work also requires the ability to work in and out of doors in varying weather conditions at all times of the year, walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenches may be required. There is the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

MINIMUM QUALIFICATIONS:

- A high school diploma or 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.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health or a closely related field.
- One (1) year of experience that involved providing technical and/or medical assistance in a veterinary clinic, in agriculture, ranching or closely related environment.
- Training or certification in related field.

THE NAVAJO NATION

Class Code: 3072
Natural Resources and Parks Series
Range Management Group
Overtime Code: Non-Exempt
Pay Grade: 59

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.