



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ADDRESS COORDINATOR (E-911) GRADE 10

ORANGE COUNTY DEPARTMENT OF EMERGENCY SERVICES Division of Emergency Communications

The Orange County Department of Emergency Services, Division of Emergency Communications is now accepting applications for the position of Address Coordinator. The work involves verifying, creating and maintaining up-to-date, correct address information on any and all structures in Orange County to promote the optimum operation of the E-911 system. The work requires frequent contact with representatives of phone companies, post offices, municipalities, public service agencies and the public to give and receive accurate, current address data that the incumbent will be responsible for entering into the E-911 information system. The work is performed under the general supervision of the Deputy Commissioner, with leeway allowed for independent decision-making. Supervision of others is not a feature of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree or higher; OR
- B) Two (2) years of service in the United States Military with an Honorable Discharge Criteria; OR
- C) Completion of sixty (60) college credits and two (2) years of experience in public or customer service and data entry responsibilities; OR
- D) Graduation from High School or possession of a High School equivalency diploma plus three (3) years of experience as defined in (C) above .

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: New employees – Grade 10 \$29.0563/hour; \$60,437.10 annually (40-hour work week)
Orange County Employees – According to CSEA contract for Grade 10

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND
BACKGROUND INVESTIGATION.

SEND RESUME, THREE (3) REFERENCES, AND APPLICATION TO:

Orange County Department of Emergency Services
Attn: Gregory Schmid, Deputy Commissioner
22 Wells Farm Road
Goshen, NY 10924

Open announcement until position is filled.

Employment applications can be downloaded from Orange County's website. Please visit
www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

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*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.

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