

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ADDRESS COORDINATOR (E-911) **GRADE:** 10

TITLE ABBREVIATION: ADDRESS COORD (E-911) **TITLE NO.:** 6051

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** EMERGENCY COMMUNICATIONS

SUPERVISOR'S TITLE: DEPUTY COMM OF EMERGENCY SVCS-DIV OF EMERGENCY COMM

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

1. Collects data for the preparation of various phases of a county addressing program;
2. Verifies and creates addresses in cooperation with municipalities, the postal service and telephone companies;
3. Performs field studies of special addressing number sequence problems
4. Collects, organizes and prepares data; enters data in master street address system;
5. Maintains logs and other records of materials associated with the addressing function;
6. Acts as liaison between municipal, postal, public service, telephone and public representatives, giving and receiving information and resolving conflicts;

7. Receives error reports from public service answering points (PSAPs); corrects and updates existing records and maintains the data base to insure accurate information;
8. Prepares and submits reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Orange County geography and emergency service jurisdictions; good knowledge of the theory and practice of computer and data entry operations; ability to communicate effectively both orally and in writing; ability to perform data entry activities; ability to gather and interpret data; ability to establish and maintain successful working relationships among diverse groups of people; ability to follow oral and written instructions; ability to plan, organize and follow through on projects; ability to prepare and maintain accurate records and reports; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of sixty credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees plus one year of experience which shall have included public or customer service and data entry responsibilities; OR
- (B) Graduation from High School or possession of a High School equivalency diploma plus three (3) years of experience as defined above.

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

REVISED: 6/30/17 AT