

**ADDRESSING SPECIALIST**  
**(Emergency Management-911)**

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**ILLUSTRATIVE DUTIES**

Technical work identifying, collecting, updating and assisting with the assignment of addresses and building of an address database that will contain all roads and pertinent information necessary to expedite response times during 911 emergencies. Greets, communicates and corresponds with the public either in the office, by telephone or by mail regarding addressing information. Assists the Senior Addressing Specialist with the addressing of structures, street naming/renaming, field verification, etc. Analyzes roads and long drive ways to determine if they meet the criteria for naming. Coordinates with Traffic Engineering for placement of street signs. Prepares resolutions and agenda requests for the Board of County Commissioners to review. Reviews subdivision plats for duplication of street names, correct road type and lot configuration. Serves as a part of the Development Review Committee (DRC) review process. Identifies and updates address screens for the CMS/DMS system. Compares GIS and County Engineering maps making changes as needed. Interprets plats, road maps, property appraiser maps.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Ability to learn addressing, street naming/renaming procedures. Ability to perform field verification activities. Knowledge of the geography of the County. Ability to read maps, aerial photos and legal descriptions. Ability to learn and interpret legal descriptions and various agency maps. Ability to complete, prepare and maintain records, reports, maps, files. Ability to promptly and accurately complete job related forms. Ability to use independent judgment in daily operations. Ability to communicate effectively, both orally and in writing. Ability to work in a professional and effective manner with other employees, contractors, developers, and the general public. Ability to establish and maintain an effective and courteous working relationship with the general public, other employees and other agencies. Ability to type and perform keyboarding activities. Ability to operate a telephone, copy machine, computer printer, personal computer and software. Knowledge in computer database systems. Ability to bend, stoop, sit, stand and drive.

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**(Continued)**

**MINIMUM QUALIFICATIONS**

Graduate of an accredited high school or possess an acceptable equivalency diploma and have a minimum of three (3) years clerical experience, including one (1) year experience using database computer systems (i.e.: WordPerfect, Access, CMS/DMS) and two (2) years customer service experience.

Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

A comparable amount of related training and experience may be substituted for the minimum qualifications.

**SPECIAL PREFERENCE**

Experience in reading land-legal descriptions, maps and plats.