# Addressing Technician

# Grade: 4

**FLSA: Non-Exempt**

**Date: 5/18**

**Job Summary:** Performs a range of mapping and data management tasks in the department of Information Technology; assigns addresses; assigns new road names; updates parcel records; ensures databases contain accurate and current information; interfaces with citizens, development professionals, and other state and local agencies, performs other duties as assigned.

**Essential Functions:**

1. Assigns 911 addresses to buildings and parcels in accordance with county policies;
2. Assigns new road names; ensures compliance with requirements for changing road names;
3. Updates appropriate databases to include new or modified premise addresses, road names, or parcel updates;
4. Perform research of public and internal records to confirm or change premise addresses as needed or directed;
5. Notifies affected parties on changes to premise addresses or road names;
6. Works with other departments and outside agencies to maintain the accuracy of addresses and road names;
7. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Working knowledge of St. Mary’s County Government policies and procedures regarding public safety, data integrity and customer service;
2. Familiarity with GIS preferred;
3. Ability to accurately read maps and identify locations to be addressed;
4. Ability to search for, read, and understand public records, such as deeds, plats, and tax information;
5. Demonstrate good communication and people skills. Ability to follow up promptly and keep all relevant parties informed;
6. Exhibit attention to detail and proficiency performing research assignments;
7. Ability to operate appropriate computer hardware and software, and simple office machines;
8. Ability to perform periodic site visits to residential areas and commercial entities;
9. Basic math and language skills;
10. Customer service skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Six months or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date