



Adams County Emergency Management Agency

201 South Wall St. Natchez, MS 39120
(601) 442-7021 Fax (601) 442-6271

Job announcement

4/6/26

Adams County E911 House Numbering Administrator **Salary: \$32,000 - \$38,000 (depending on experience)**

Job Description: Responsible for overseeing and updating the Master Street Address Guide (MSAG), a database that contains information on street names, address ranges, and emergency service zones (ESZs) for 9-1-1 calls. Individual works for the E911 Coordinator assigning E911 house numbering addresses, assisting residents of Natchez-Adams County over the telephone, in the field or in the office. Must be able to maintain a budget, operate 911 office equipment, have excellent communication skills and keep receipts of financial/ billing records. Individual must have vast knowledge of Adams County roads and Natchez streets to verify addresses and land records. Must be proficient in Microsoft office software, also be able to attend overnight training conferences and 911 seminars out of the county. Operate department vehicles and 911 address marking equipment safely within the city and county areas. Work Monday through Friday 8am to 5pm and some weekends if called upon during emergency situations only.

Job Requirements: Must be 21 years of age, have a high school diploma or college degree, a valid driver's license, pass a background check and drug screening. Individual must be able to lift up to 30 pounds, stand for a period of 1 hour and climb a flight of stairs.

Applicant can apply at Adams County Emergency Management Office, 201 South Wall Street, Natchez, MS 39120

4/6/26 through 4/17/26



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