

Adams County E911 House Numbering Data Field Representative

Salary: \$24,000 – \$26,500 annually (Based on Experience)

Job Description

The Adams County E911 House Numbering Data Field Representative is responsible for maintaining and updating the Master Street Address Guide (MSAG), address databases containing street names, address ranges, and Emergency Service Zones (ESZs) used for 9-1-1 emergency response. Working under the supervision of the House Numbering Administrator, this position assists with countywide E911 addressing and provides support to residents of Adams County and the City of Natchez. Duties performed in the office, in the field, and over the telephone. Attend required training, conferences, and E911 seminars, including occasional travel outside the county. Respond to emergencies when called upon. Perform other duties as assigned. Work Schedule is Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional evenings, weekends, and emergency call-outs may be required.

Applicants must:

Be at least 21 years of age. Possess a high school diploma or equivalent (Associate or Bachelor's degree preferred). Have a valid Mississippi driver's license with a satisfactory driving record. Successfully pass a background investigation and drug screening. Demonstrate excellent verbal and written communication skills. Possess strong organizational and customer service skills. Be proficient in Microsoft Office applications. Be able to work independently and as part of a team.

Physical Requirements

The employee must be able to lift and carry up to 30 pounds. Stand and walk for extended periods. Climb stairs and navigate uneven terrain. Perform fieldwork throughout Adams County.

****Applications, CV and Resumes can be submitted to Adams County Emergency Management Office 201 South Wall Street Natchez, Mississippi 39120. Job is open until filled****