

MADISON COUNTY EMERGENCY COMMUNICATIONS DISTRICT

JOB DESCRIPTION

Data Technician

Summary:

This position will be responsible for assigning addresses to property in Jackson and Madison County; maintaining the 911 GIS mapping systems for Jackson and Madison County; 911 dispatcher training; 911 equipment troubleshooting as well as a variety of other office work as assigned by the Director.

Job Overview & Work Activities:

- Applicants must be able to communicate well with the public and coordinate with other government agencies to obtain information required for assignment of addresses. Minimal field work may be required to issue addresses when information is unable to be obtained through research of all office systems.
- Must represent 911 in a professional manner.
- Answer all incoming phone calls and assist the public in a courtesy manner.
- Must have the ability to deal with confidential information.
- It is preferred to have knowledge of 911 dispatch operation, mission critical equipment and dispatch training requirements.
- General office work and other duties as assigned by the Director.

Minimum Qualifications:

- Applicant must be at least eighteen (18) years of age and must have a High School diploma or GED. An Associate's Degree is preferred by not required.
- Good oral and written communication skills is required.
- GIS and/or GeoConex experience required.
- Working knowledge of 911 systems preferred.
- 911 dispatch experience preferred.
- Must pass a background investigation, drug screen, and physical prior to employment date.

The Madison County Emergency Communications District is an Equal Opportunity Employer. Apply by filling out the application in the employment opportunities section of our website at www.madisoncounty911.org and email your application along with your resume to Kim Augustine at kaugustine@madisoncounty911.org. If you prefer to mail your application and resume, please send to:

Madison County Emergency Communications District
Attention: Kim Augustine
914 N. Highland Ave.
Jackson, TN 38301

*** NO PHONE CALLS ***