



Job Description

TITLE: Rural Addressing Technician I	JOB CODE: 3490
DEPARTMENT: Community Development	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, works closely with the public to develop and provide accurate physical addresses in the unincorporated areas of the County; provides addresses for 911 Emergency Services as well as for postal, utilities and delivery services; creates maps showing addresses and road locations; required to assist with GIS related projects to provide continuity with other County departments.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Works closely with the public to furnish an address by identifying land ownership, possible land divisions and location of driveways.
- Responsible for the posting and GPS data collection of all address related information.
- Completes all paperwork required in issuing an address; notifies landowners, appropriate county departments and entities of the new, updated and changed addresses; processes the paperwork and makes notifications of changes and revisions.
- Utilizes a variety of GIS mapping software (ArcGis 9, ArcMap 8, AutoCad Land Development Desktop, Pathfinder Office software, and Trimble software) to create maps and maintain the accuracy level required by the State of New Mexico Department of Finance regarding address location for 9-1-1 purposes.
- Reads and interprets warranty deeds, real estate contracts, property survey plats and other related documents for use in location of parcel for addressing purposes and drafting of parcel on addressing map book pages.
- Required to draft all divisions of land for addressing of parcels.
- Maintains files and related documentation.
- Provides a high level of customer service to the public.
- Collects fees for county maps, map book, GIS map books and other related maps.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of County addressing practices and basic office practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of drafting methods, including AutoCadd Map or Land Development Desktop.
- Knowledge of GIS software requested: ArcGis 8.x or more current and AutoCad Map
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.

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- Skilled in GIS software: ArcGis 8.x or more current and AutoCad Map.
- Skill in reading and interpreting warranty deeds, real estate contracts, property surveys and a variety of maps and real estate documents.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Associates Degree or two year related experience and/or training.
- Must possess or be able to obtain a valid State of New Mexico Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and may be subject to repetitive motion such as typing, data entry with vision to monitor and extended periods of intense concentration in the review of documents and reports.
- Work is also performed in an outside environment and may be subject to repetitive motion such as pounding post and connecting plaques; may also be subject to several hours in the field and driving to locations through out the county; may be required to lift and carry items more than 50 pounds.
- May be exposed to possible physical harm, fumes and airborne particles and extreme weather conditions; noise level is generally moderate except in the field.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, post driver, rivet gun, 4 wheel drive vehicle, distance measuring device and GPS unit.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____