

TALLAPOOSA COUNTY 9-1-1

The Tallapoosa County E9-1-1 Board is now accepting applications and resumes for the full-time position of Addressing Technician/Office Assistant.

The Advertising period is Monday, January 26th through close of business Friday, February 13th and applications will be accepted from 8:00am – 4:30pm Monday through Friday.

Applicants must request a copy of the Application Form, complete and return it along with a current resume in a sealed envelope to:

**Tallapoosa County 911 Board
240 W Columbus St
Dadeville, AL 36853**

Applications and copies of the Job Description may be requested by email from Mike Eubanks at mike@tallapoosa911.org

Job Description

Addressing Technician/Office Assistant

Position: Full-Time

General Provisions

In accordance with the duly enacted by-laws, and the provisions of Alabama state law, the Tallapoosa County E9-1-1 Board deems it necessary to hire a person whose title shall be the Tallapoosa County 9-1-1 Addressing Technician/Office Assistant. Selection will be based on the knowledge, skill, and abilities determined to be required for the position without regard to age, sex, national origin, religion, color, race, political affiliation, or disability (except where age, sex, or disability constitute a bona fide occupational qualification).

Qualifications

High school diploma or equivalent.

Valid State of Alabama Driver's license.

Computer skills relevant to job.

Experience in Public Safety or related field preferred.

Experience in addressing, enhanced 9-1-1 systems and GIS preferred.

General Duties

The Addressing Technician/Office Assistant shall work under the direction and guidance of the Tallapoosa County E9-1-1 Director, and shall perform the following duties:

He/she shall issue new addresses in Tallapoosa County utilizing a GIS collection system.

He/she shall perform routine office duties, such as answering the telephone, answering correspondences, providing information to callers, and any duty necessary to help the E9-1-1 Director manage the E9-1-1 office.

He/she shall attend the regular Board meetings and report to the Board on any aspect of the duties that pertain to the job.

Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Pay Range

The pay range for the position begins at \$35,000 and goes to \$45,000 based on qualifications and experience. Starting pay will be negotiated.

Benefit Package

The Tallapoosa County E9-1-1 Board offers fully-paid health insurance for the employee through the Local Government Health insurance Program LGHIP Blue Cross Blue Shield and will pay the employee portion of family coverage. Retirement benefits are through the Retirement System of Alabama Program.

Drug Testing

The applicant who is selected for the position will be required to pass a drug test for employment.

Tallapoosa County E9-1-1 Board is an Equal Opportunity Employer.