

DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing duties in conjunction with the E-911 Coordinator. The incumbent obtains data, road and address information necessary for the implementation of the E-911 system. The work is performed under general supervision in accordance with established procedures. Employees are allowed leeway for exercise of independent judgment when performing the required duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Obtains information to compile name, road and address directory;
Determines and assigns addresses to structures and landmarks on streets and roads based upon prescribed polity;
Interprets and utilizes maps, charts, photos and data base documents;
Maintains detailed and accurate records on all information compiled;
Works with fire, police and EMS agencies to obtain data necessary to identify specific zones or response and jurisdiction to complete projects;
Utilize, compare and analyzes other forms of data compiled prior to establishing E-911 data base computer to obtain accurate information;
Prepares reports to substantiate errors detected in the process of obtaining recording data;
May be required to use data entry terminal, PC computer or standard word processor to record and retrieve data collected;
Keeps alphabetical files of correspondence transaction, documents and related materials;
Answers telephone inquiries of a routine nature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of geography of the area; good knowledge of the political sub-divisions within the County; ability to read and interpret maps, charts and graphs; ability to follow oral and written directions and instructions; thorough knowledge of the use of compass; ability to accurately perform calculations with numbers, letters and words; ability to perform close visual detailed work; tact, courtesy and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year of clerical experience; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of paid clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Motor Vehicle License.