

MADISON COUNTY EMERGENCY COMMUNICATIONS DISTRICT

JOB DESCRIPTION

Public Safety Specialist

Summary:

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

Job Overview & Work Activities:

- Applicants must have prior experience with accounts payable and accounts receivable using Quickbooks software.
- Applicants must be able to communicate well with the public and coordinate with other government agencies to obtain information required for assignment of addresses in the GIS software. 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 operations and mission critical equipment.
- 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 but not required.
- Good oral and written communication skills is required.
- Prior experience handling accounts payable and accounts receivable using Quickbooks is required.
- A minimum of 2 years GIS experience with ESRI products is required.
- Working knowledge of 911 systems 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
784 Highway 18
Jackson, Tennessee 38301

*** NO PHONE CALLS ***