

Code: 2662

Title: ADDRESSING SPECIALIST

SUMMARY: This classification defines and assigns addresses to parcels and properties by examining and evaluation legal documentation, soliciting additional information form the public and applicants, plotting and recording pertinent appropriate documentation to affected agencies and parties.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews lot/parcel documentation (deeds, legal descriptions, plats, maps etc.) to determine precise location(s) of parcels and properties, property ownership, and pertinent addresses;

Plots parcel information on appropriate maps, charts or in databases, using manual and computerized processes, to include Computer Aided Drafting (CAD), Geographic Information System (GIS), Land Information Systems (LIS) and similar programs;

Assigns addresses to subdivision plats, development plans and related parcels/lots;

Documents address assignments and issues appropriate certifications, notices and documents to affected government and private agencies, affected parties and applicants;

Determines and documents, as appropriate, legal access to subdivide or split parcels of land;

Reviews proposed subdivision plats and commercial development materials for conformance to Address Standards;

Creates and maintains new subdivision address records and prepares address reports for developers and other affected parties;

Explains the technical addressing processes to applicants, the public and other affected parties;

Reviews street-name change applications and prepares required documentation, to include Board of Supervisors approval materials, name change reports, and notices to affected property owners and other parties;

Maintains manual and computer-based files of addressing and related activities;

Performs operator-level maintenance and servicing of specialized drafting, Geographic Information System (GIS) and Land Information Systems (LIS) peripheral equipment;

Coordinates changes in GIS/LIS and related database processes and procedures with departmental Information Systems staff to improve or facilitate addressing and permitting processes;

Problem-solve technical issues in the area of addressing;

May assume a portion of the duties in the absence of the Addressing Official;

May conduct site inspections of easements, problem address areas for street naming and readdressing projects;

May attend public meetings with the Addressing Official to address concerns and issues.

KNOWLEDGE & SKILLS:

Knowledge of:

- land surveying systems, both manual and automated;
- property legal description documentation and processes;
- manual and computer-based techniques for deciphering and plotting legal descriptions;
- principles and techniques of subdivision indexing and reference systems;
- principles, techniques and Addressing Standards for deriving and assigning addresses to land parcels/lots;
- functions of county departments and outside agencies, cities and towns related to addressing;
- review process for subdivision plats and development plans.

Skill in:

- reading and interpreting parcel legal descriptions and determining property ownership, location and address, and legal access to subdivided or split parcels of land;
- recording, plotting and verifying parcel legal descriptions by use of manual and computer-assisted techniques, e.g., Computer Aided Drafting (CAD), Geographic Information Systems (GIS), protractors, engineer's scales, compass, etc.;
- communicate effectively, orally and in writing;
- explaining the parcel recording and addressing processes to applicants and the public, and soliciting needed additional information;
- assigning and verifying new and changed addressing codes;
- entering new and changed addressing and related data into computer-based systems and databases;
- maintaining manual and computer-based records and databases of all activities.

MINIMUM QUALIFICATIONS:

EITHER:

(1) One year of experience in the interpretation of property legal descriptions which included the plotting of lot and parcel data in an automated Geographic Information Systems (GIS), Land Information System (LIS) or Computer Aided Drafting (CAD) system.

OR:

(2) One year of public sector experience as a Title Examiner Specialist, Senior Title Examiner Specialist, Public Works Engineering Technician, Planning Technician, Addressing Technician or in a classification with equivalent duties and responsibilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona Class D Driver's License at time of appointment.

Physical/Sensory Requirements: Some positions are required to work outdoors in extremes of heat, cold, humidity, wind and dusty conditions. Any additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.