

Code: 2663

Title: ADDRESSING TECHNICIAN

SUMMARY: Assists professional planners in the processing of subdivision plats, development plans and addressing applications by performing quality control updates and maintenance of automated databases, and performs data gathering and research on development activity.

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

Assists the public by receiving applications, referring applicants to appropriate staff or agencies, answering inquiries from the public, verifying address assignments through use of appropriate maps and databases, to include Computer Aided Drafting (CAD), Geographic Information System (GIS), and other similar programs;

Reviews accuracy of CAD and GIS plot generated from original source documentation, research discrepancies and identify errors to appropriate staff for resolution;

Maintains CAD addressing maps by adding updating address points;

Adds new parcel numbers and addresses into the automated database;

Prepares and mails public and agency notices of development activities requiring public review;

Prepares and distribute address listings of subdivision plats for developers and other affected parties;

Prepares, distribute and maintains maps, displays and related informational materials for public meetings, hearings, forums and other events;

Prepares comment letters for development plans and subdivision plat reviews related to addressing.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County planning, zoning and review processes for subdivision plats and development plans;
- principles and techniques of database management software and Geographic Information System (GIS) and Computer Aided Drafting (CAD) software;
- principles and techniques of interpreting address maps, aerial photographs, land use maps and subdivision plats.

Skills in:

- reviewing Geographic Information System (GIS) and Computer Aided Drafting (CAD) map products and databases against original source data for accuracy;
- creating and maintaining work processing and spreadsheets databases;
- accessing, extracting, and reviewing data from GIS and CAD software;
- maintaining records of assignments and computer-based systems and databases;
- interpreting address maps, subdivision plats, and development plans;
- performing research and analysis on addressing issues;
- communicating effectively with staff and public, orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) 30 semester hours of course work related to city, urban or regional planning, geography, cartography, architecture, landscape architecture, computer aided design or drafting from an accredited college or university or other specific course work identified by the appointing authority during the pre-recruitment process.

OR:

(2) One year of paraprofessional or professional experience in processing subdivision plats, development plans, rezoning applications or comprehensive planning.

OR:

(3) One year of experience with Pima County as a Geographic Information System (GIS) Data Entry Technician, Title Examiner Specialist, Property Appraisal Aide or Zoning Inspection Technician.

OR:

(4) Two years of experience with Pima County as an Office Support Level (OSL) III with duties involving the receipt, review and processing of development plans, subdivision plats, building construction plans or like materials.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical Sensory Requirements: Physical and sensory abilities will be determined by position.

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

Pima County

Revised 05/25/05(tr)
Updated 2/14/14(lsg)