

Department: Emergency Services
Classification: Competitive
Grade: 7

SPEC DISK E8
DOCUMENT 28

DATA COLLECTOR TRAINEE

TRAINEE POSITION REQUIREMENTS

This is a trainee position in the competitive class. Appointment following examination is for a one year term during which time incumbents learn the basics of various phases of Data Collector work. Training is essentially on-the-job with academic assignment possible. Promotion upon successful completion of the training period may be made without further examination to Data Collector.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for learning and performing the duties and techniques of beginning level Data Collector work in conjunction with the E-911 Coordinator. The trainee undergoes on-the-job training to become qualified as a Data Collector by learning and assisting in data, road and address information necessary for the implementation of the E-911 system. Duties are of a limited nature and are performed under close and continuing supervision by a Data Collector or another supervisor familiar with the required features of the position. Supervision over the work of others is not a responsibility of this class. The incumbent does related work as required. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Data Collector without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs study and reading assignments, observes information to compile name, road and address directory.

Learns the techniques necessary to determine and assigns addresses to structures and landmarks on streets and roads based upon prescribed polity and assists in such techniques.

Learns how to interpret and utilize maps, charts, photos and data base documents;

Learns to maintain detailed and accurate records on all information compiled;

Learns to work with fire, police and EMS agencies to obtain data necessary to identify specific zones or response and jurisdiction to complete projects;

Learns 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.

Completes study assignments as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn and be trained in the basic procedures and techniques of Data Collecting and related operation; ability to understand and interpret written material; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma and three years of paid experience in a clerical field.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Motor Vehicle License.

Trainee Position Created
May 25, 2006