

TITLE SEARCHER

DISTINGUISHING FEATURES OF THE CLASS:

This position is located in the Finance Department and is responsible for examining various indexes of legal documents for the status of real property. This position involves the interpretation of legal instruments affecting titles to property and of the interrelations of such instruments affecting property titles in the County. The abstracts produced as a result of these searches are certified as accurate and are used to establish clear titles. Supervision is received from the Tax Collection Supervisor. Supervision over the work of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Searches and examines County Clerk's records relating to sale of real estate in the County;
2. Locates title or court records for which a search has been requested;
3. Indexes records and documents affecting title and maintains index;
4. Traces chain of title by deed back to earliest deed indicated as the beginning of the search;
5. Traces method of transfer to the present owner, searching and abstracting all legal records which may affect title, including liens and bankruptcies;
6. Examines and abstracts City and County records related to real property;
7. Searches records of Surrogate Court in regard to decedent estates affecting title;
8. Prepares reports on facts found in searches, records of property sales from deeds and other public documents;
9. Locates and identifies property on tax maps, adds and posts properties not having proper mail service;
10. Assists in other clerical work activities of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of legal instruments and records affecting titles to property; thorough knowledge of methods of indexing such instruments and records and of places of references; thorough knowledge of standard methods of property description and ability to determine the location of property so described; good knowledge of real property and related law; ability to distinguish between records actually affecting titles and other records of similar form which have no effect on titles; ability to understand and effectively carry out complex oral and written instructions; ability to obtain the cooperation of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Associate's degree in Business or related field and two (2) years of work experience involving the use of legal instruments and records affecting titles to property;
- OR: (B) Four (4) years of work experience involving the use of legal instruments and records affecting titles to property;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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ADOPTED: 01/01/87

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