

LAND ABTRACTOR II

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in the search, examination and recordation of documents or instruments in the registration of real property.

Employees in this class perform complex technical duties independently and often serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Examines documents and other related instruments affecting titles to determine legal sufficiency for recording purposes.

Prepares new certificate of title for new owners and cancels old certificates; makes proper notation on documents such as mortgages, liens and other instruments presented for recordation of certificate of title.

Examines abstracts and all endorsements made on land records; prepares written report of erroneous findings; makes recommendations to correct such errors.

Determines the location of property in question and makes permanent recording of such determinations.

Makes marginal notation on property records indicating the effect of each document on a given tract of land; searches land records and determines such facts as clarity of title, evidence of liens or encumbrances and recorded ownerships.

Testifies in court on cases involving real property; presents and explains documentary evidence of property as recorded.

Files and numbers completed land documents.

Furnishes land title information to interested parties.

Prepares reports and maintains records.

Performs related duties as required.

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various legal documents required and used in the recordation of real property.

Knowledge of the various transactions involved in executing titles to real property.

Ability to interpret and apply pertinent statutory and regulatory requirements.

Ability to apply the effect of interest on real property of mortgages, deeds, abandonments, successions, liens, easements, and other encumbrances for action.

Ability to lead the work of others.

Ability to make work decisions in accordance with appropriate laws, regulations and program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as a Land Abstractor I or equivalent work and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

PAY RANGE: 24



DAVID R. FLORES, Executive Director
Civil Service Commission