

LAND ABTRACTOR III

NATURE OF WORK IN THIS CLASS:

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

Employees in this class supervise a section in the Land Records Division.

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.)

Supervises a section engaged in the search, examination and recordation of real property.

Handles complex land registration cases; examines abstracts and all endorsements made on the records; recommends corrections of any errors or discrepancies found; prepares and issues certificate of titles and cancels old certificates.

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

Handles complaints received from the public; interprets laws, policies and procedures pertinent to land registration requirements.

Identifies training needs; trains new employees; prepares training materials and evaluates training attainments.

Prepares reports on program activities; maintains operational statistics.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of title searching and the methods, procedures and techniques used in the registration and recordation of real property.

Ability to supervise the work of others.

Page 2
Land Abstractor III

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

Ability to evaluate operational effectiveness and recommend/ implement changes in policies and procedures to improve effectiveness.

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 actions.

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) Two years of experience as a Land Abstractor II 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: 29



DAVID R. FLORES, Executive Director
Civil Service Commission