

DEPUTY CIVIL REGISTRAR

NATURE OF WORK IN THIS CLASS:

This is complex administrative work involved in administering the programs and activities of the Land Records Division of the Department of Land Management.

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.)

Directs and administers the functions and activities of the Land Records Division involved in reviewing, maintaining and certifying all documents and/or instruments for the registration of real property.

Examines and directs the preparation of instruments and abstracts of titles relative to government land sales, mortgages, leases, exchanges, quitclaims and the issuance of land permits, revocable permits, contracts to deeds, and the preparation of documents for the acquisition of private property for public use.

Examines and verifies land registration cases and civil suits filed in court; testifies in court; presents and explains documentary evidence of property as recorded.

Reviews records for submerged land use; certifies abstracts for condemnation to determine legal ownership.

Directs and assures that changes in property listings are accurate and up-to-date for assessment purpose to be submitted to the Real Property and Income Tax Division.

Certifies and signs certificates of titles and marginal notations on land records.

Directs the proper documentation of fees and assures the proper handling of all monies received for submittal to the Treasurer of Guam.

Prepares program budget and reports.

Prepares correspondences for the Director's/Governor's signature.

Handles inquiries and/or complaints from the public regarding any recorded data filed.

Evaluates and establishes administrative policies and procedures to improve operational effectiveness.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the techniques and practices employed in the registration and recordation of various transactions relating to real property.

Knowledge of the laws, regulations and policies relating to the registration of real property.

Ability to administer the programs and activities of the Land Records Division.

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

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

Ability to analyze and interpret legal documents and instruments relating to real property.

Ability to interpret and apply pertinent statutory and regulatory requirements.

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) Four years of responsible experience associated in real estate activity and of which one year must have been in a supervisory capacity; and a Bachelor's degree in real estate, law, or business administration; or

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

Established: July, 1980

AMENDED: June, 1984

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J. C. BORJA, Executive Director
Civil Service Commission