

LAND ABTRACTOR I

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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 or other instruments to determine legal sufficiency for recording purposes.

Reviews deeds, leases, mortgages, assignments, releases, court orders liens, declaration of takings and other instruments presented for recording; posts information in proper indexes; determines the location of property in question and makes permanent recording of information.

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.

Files and numbers completed documents.

Furnishes land title information to interested parties.

Prepares reports and maintains records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply the various transactions involved in executing titles to real property.

Ability to learn, interpret and apply pertinent statutory and regulatory requirements.

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

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) Two years of clerical experience in the processing and recordation of real property and graduation from high school; or

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

Established: July 1980

PAY RANGE: 20



DAVID R. FLORES, Executive Director
Civil Service Commission