

## **TITLE SEARCHER TRAINEE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry-level traineeship in the Real Property Tax Department. Appointees to this class are provided with both formal and informal training on legal documents in relation to real property. The incumbent will be assigned limited duties and gradually, as experience is gained, assume full-performance duties. Full-performance duties involve 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. The work is performed under direction of the Title Searcher when the incumbent is new to the position, with direction decreasing as job familiarity increases. Upon the successful completion of the one year traineeship, the employee is promoted to the position of Title Searcher. Supervision is received from the Director of Real Property Tax. 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. Assists in searching and examining County Clerk's records relating to sale of real estate in the County;
2. Assists in locating title or court records for which a search has been requested;
3. Helps index records and documents affecting title and maintains index;
4. Assists in tracing chain of title by deed back to earliest deed indicated as the beginning of the search;
5. Assists in tracing method of transfer to the present owner, searching and abstracting all legal records which may affect title, including liens and bankruptcies;
6. Helps examine and abstract City and County records related to real property;
7. Assists in searching records of Surrogate Court in regard to decedent estates affecting title;
8. May prepare reports on facts found in searches, records of property sales from deeds and other public documents;
9. Assists the Tax Map Technicians in the preparation of tax maps and researching of tax map problems;
10. Helps locate and identify property on tax maps;
11. Assists in other clerical work activities of the department.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of legal instruments and records affecting titles to property in order to do title searches;  
Knowledge of methods of indexing such instruments and records and places of reference in order to research and trace titles and property ownership;

Knowledge of standard methods of property description in order to interpret deeds and maps;

Knowledge of real property and related law in order to do title search and interpret deeds;

Ability to distinguish between records actually affecting titles and other records of similar form which have no effect on titles for search purposes;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**TITLE SEARCHER TRAINEE** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two years of work experience providing knowledge of records related to real property and some familiarity with legal instruments and records affecting titles to property.

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ADOPTED: 01/01/99