

TITLE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is specialized research work of a moderately complex nature involving the examination of public records to document the status of real property titles of tax delinquent properties. The work is performed under the general supervision of the Commissioner of Finance, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Searches public records (e.g. deeds, mortgages, releases, wills, judgments, liens, foreclosure proceedings, tax sales) to identify persons or entities which may have a claim on properties to be included in County tax delinquent property notices;
Provides input for the preparation of foreclosure and tax sale notices;
Contacts delinquent property owners in order to gather information and discuss tax delinquency issues in accordance with established procedures;
Investigates undelivered tax delinquency notices, changes in ownership, etc., to locate property owners and/or other interested parties;
Prepares title reports;
May participate in special projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and procedures used in searching property titles; good knowledge of the practices used in the indexing of legal documents and records, especially as they pertain to tax delinquent properties; working knowledge of office terminology, procedures and equipment; ability to understand and carry out moderately complex oral and written instructions; ability to communicate effectively, both orally and in writing; ability to prepare reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree and one (1) year of experience performing property title searches and/or title abstractions.