

Department: Essex County
Classification: Competitive
Grade: 12

SPEC DISK E4
DOCUMENT 52

TITLE SEARCHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the searching and tracing of records affecting titles to real property in the County, and the interpretation and interrelation of legal instruments pertaining thereto. A high degree of accuracy and thoroughness is essential, since the resulting abstracts are certified as true, accurate, and correct, and may represent considerable sums of money. The abstracts resulting from such work will be used by the County for, among other things, real property tax sales, and the updating of real property tax records. Work is performed under the supervision of the Department Head, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work may involve the supervision of clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Searches titles by tracing records and legal instruments of transferred real property back to earliest deed indicated as the beginning of the search;
Checks and rechecks existing abstracts and related records, including deed books, mortgage books, lienbooks, and judgment books in the County Clerk's office, and, if necessary, records of the Surrogate's Court of the County of Essex;
Traces of the method of transfer to the present owner, searching and abstracting all legal records which may affect title;
Searches records of the Surrogate's Court in regard to descendent estates affecting title; consults with attorneys and the public and aids them with property record questions;
Completes data and prepares abstracts of title, and checks abstracts for final approval; May assist in the preparation of plots of property involved in searches and surrounding areas;
Performs a variety of related clerical duties connected with title search activities, and gives instructions for typing of abstracts;
Reviews New York State Real Property Transfer Reports prior to final review and approval;
Prepares monthly statistical reports to be submitted to the New York State Board of Equalization and Assessment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal instruments and records affecting title to real property; good general intelligence; aptitude for work involving title searching; familiarity with standard methods for describing real property and preparation of abstracts of title; ability to determine the location of real property by examination of legal and related documents; thorough knowledge of the methods of indexing legal instruments and records affecting title to real property; good knowledge of real property and the laws pertaining thereto; ability to understand and carry out oral and written directions; ability to secure and obtain the cooperation of others; accuracy; good judgment; ability to distinguish between records actually affecting titles and other records of similar form which have no effect of titles; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and two years of experience in work providing knowledge and familiarity of legal instruments and records related to the sale, transfer or exchange of real property; or an equivalent combination of experience and training.