

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97631</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>01/05/71</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Right-of-Way and Real Property Series

**JOB CODE TITLE:** TITLE EXAMINER I

**HRIS TITLE:** TITLE EXAMINER I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for assisting in property title searches, preparation of title reports for acquisition of property and property rights required by the highway department or for other purposes; and performs related work as required.

**EXAMPLES OF DUTIES:** Prepares ownership reports and title reports by the following procedures; receives vicinity map, then checks with the Bureau of Land Management to determine ownership of the land indicated as that required for right-of-way; prepares ownership or patent list and plots titles on instruction from supervisor; visits such official offices as Bureau of Indian Affairs, National Forest Offices, State of Arizona Land Department, County Assessor and Treasurer and Recorder and Clerk, and title companies; obtains all information necessary to establish titles held to land and the exact description of the land; inspects all land personally, noting any features not described in title reports; interviews owners of properties for additional information on occasion; writes up title reports which contain records of owners, encumbrances, requirements, and five-year chain of title, on record.

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

**Knowledge of:** the procedures, methods and policies governing the search for ownership and title records; the format for plotting and writing information on title reports.

**Skill/Ability to:** understand relatively complex and detailed basic records in order to draw conclusions as to the ownership and description of property; elicit information from property owners tactfully; measure, calculate and analyze figures or descriptions of property.

**SPECIAL SELECTION FACTORS:** Completion of two years of college, university or technical school education and two years of work experience similar or related to that done by a Right-of-Way Assistant or two years of real property title searching or examining; additional experience may be substituted for the required education on a month for month basis to a maximum of two years; additional education may be substituted for one year of the required experience, on a month for month basis.