

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97632
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	05	Grade:	18
Workers Comp Code:	9410		

Job Code Established:	01/05/71	Effective Date:	
Job Code Revised:		Effective Date:	

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

JOB CODE TITLE: TITLE EXAMINER II

HRIS TITLE: TITLE EXAMINER II

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for search and title work of average difficulty determining ownership and description of property; and performs related work as required.

EXAMPLES OF DUTIES: Prepares detailed reports on property which is to be acquired or used by the highway department for the building or widening of roads, or for construction material pits; searches records in a number of public and private agencies for information on deeds, mortgages, agreements and easements, degrees of ownership, leasehold interest, life estate interests, rights of ingress and egress of record; compiles a chain of title showing all factors related to property to be acquired, and then prepares a real property title report listing owners, encumbrances, taxes, restrictions and all matters affecting the property; reads right-of-way plans and examines property, noting any variations from recorded data; interviews property owners on occasion to obtain more information about property; works with minimal supervision, being given responsibility for projects of moderate complexity.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the methods and terminology used in examining titles; the format preparation of title reports.

Skill/Ability to: read and understand right-of-way plans; interpret and understand oral and written directions; develop a working course after analyzing data gathered, particularly in more complex or difficult title projects; tactfully obtain property information from property owners.

SPECIAL SELECTION FACTORS: Completion of two years of college, university or technical school education and three years of technical right-of-way title searching or examining, including at least one year of work similar or closely related to that done by a Title Examiner I; additional experience in technical right-of-way work 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 the one year of required experience, on a month for month basis.