

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV97633
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	05	Grade:	19
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: EXAMINER III

HRIS TITLE: EXAMINER III

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in supervising the search of property title records and the examination and preparation of title reports; reviews the work of other title examiners; and performs related work as required.

EXAMPLES OF DUTIES: Performs search and review work on property titles; carefully analyzes and examines title reports prepared by subordinate examiners or outside agencies using a system of check and comparison; inspects field reports and vicinity maps for correct legal descriptions, correct spelling, correct methods of investiture of ownership and title, mortgagees' interest, leasehold interests, easement rights, water rights, tax liens and encumbrances of any type; instructs subordinates to obtain more information, or corrected data whenever errors or omissions are discovered, and reviews these secondary title reports; answers questions before, during and after title reviews from other departments in Right-of-Way, title companies, property owners, engineers; assists other title examiners with particular problems; does search work in the field on particularly complex title problems; maintains map files and status control records.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the methods and terminology used in examination of land titles; methods of title clearance; state and federal laws pertaining to land ownership, proceedings in eminent domain; the preparation of documents pertaining to land acquisitions, disposition, land use, description of real property; good knowledge of the principles and practices of supervision.

Skill/Ability to: interpret and analyze engineering surveys, title encumbrances; communicate effectively, orally and in writing, concerning detailed and lengthy title reports; deal courteously and effectively with other employees, outside agencies and property owners; supervise.

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