

TITLE SEARCHER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for learning accurate title searching and abstracting title searches. Work is performed under direct supervision of the Director of Real Property Tax Services or a Title Searcher. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to:

Locate records for which a search has been requested;
Trace claim of title by deed back to earliest deed indicated as the beginning of the search;
Trace method of transferring to the present owner, searching and abstracting all legal records which may affect title;
Search records of Surrogate Court about decedent estates affecting title;
Verify the subject property's location by plotting and reading the deed description and completes pertinent paperwork;
Assist in other work of the office such as the filing and recording of a variety of legal instruments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of legal instruments and records affecting titles to property;
Working knowledge of methods of indexing such instruments and records and of places of references;
Working knowledge of standard methods of property description and ability to determine the location of property so described;
Working knowledge of real property and related law;
Ability to learn to plot properties described and surrounding properties;
Ability to learn to distinguish between records actually affecting titles and other records of similar form, which have no effect on titles;
Ability to understand and effectively carry out complex oral and written instructions;
Ability to perform computations involving fractions and percentages;
Ability to obtain the cooperation of other;
Ability to perform close, detail work;
Accuracy.

MINIMUM QUALIFICATIONS:

A) Completion of 30 semester credit hours in Paralegal Studies from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

B) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience involving real property valuation, real estate, title searching or property assessment.

Note: This is a trainee position in the competitive class. Appointment following examination is for a one-year term during which time the incumbent learns the basics of the Title Searcher position. Training is on-the-job. Promotion upon successful completion of the training period may be made without further examination to Title Searcher.

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