

## TITLE SEARCHER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for accurate title searching and abstracting title searches to uncover information which could become an obstacle to transfer of the property, such as liens on the property, mortgages, judgments against the property owner, and easements. The incumbent uses various search methods, including computers and older style ledger records, to search public records including deeds, tax rolls and maps to obtain pertinent information. This position also involves communication with title companies, banks, attorneys and land record agencies in the process of searching property titles. Work is performed under direct supervision of the Director of Real Property Tax Services or the Assistant Director of Real Property Tax Services with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Searches and locates records for which a search has been requested;

Determines which documentation if necessary to verify legal descriptions, ownership and/or restrictions of property;

Analyzes and evaluates records relating to the titles of homes, land and buildings;

Researches and traces claim of title by deed back to earliest deed indicated as the beginning of the search;

Examines individual titles to determine if there are any restrictions, such as delinquent taxes, that will affect titles and /or limit property use;

Verifies the subject property's location by plotting and reading the deed description and completes pertinent paperwork;

Searches and traces method of transferring to the present owner, searching and abstracting all legal records which may affect title;

Examines lot books, geographic indices, and assessor's rolls to compile list of property transactions;

Searches records of Surrogate Court in regard to decedent estates affecting title;

Summarizes recorded documents such as mortgages, trust deeds and contracts that will affect property titles;

Prepares property reports and title commitments;

Assists in other office work such as the filing and recording of a variety of legal instruments.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal instruments and records affecting titles to property;

Good knowledge of methods of indexing such instruments and records and of places of references;

Good knowledge of standard methods of property description and ability to determine the location of property so described;

Good knowledge of research methods;

Good knowledge of real property and related law;

Working knowledge of the methods and procedures of record maintenance;  
Ability to establish and maintain effective working relationships with others;  
Ability to plot properties described and surrounding properties;  
Ability to distinguish between records actually affecting titles and other records of similar form, which have no effect on titles;  
Ability to communicate effectively both orally and in writing;  
Ability to understand and effectively carry out complex oral and written instructions;  
Ability to perform computations involving fractions and percentages with accuracy;  
Ability to obtain the cooperation of others;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to read and understand complex written material, including quantitative information;  
Ability to operate a computer terminal;  
Ability to think logically;  
Good judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Paralegal Studies; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and one year of experience in title search work and knowledge of legal instruments and records affecting titles to property; OR
- C) Three years of experience in title search work and knowledge of legal instruments and records affecting titles to property.