

PUBLIC WORKS RESEARCH TECHNICIAN 1

Job Code	Pay Grade
16390	CL10

Nature of Work

This is very responsible technical work in the Public Works Department performing specialized research and data collection for County records to assist with documentation preparation and evaluation for County purchase or right of way purposes. An employee in this class is responsible for abstracting property ownerships and descriptions for correct title chain. Duties involve review and interpretation of legal documents such as deeds, contracts, probates, and abstracting important information. Work assignments are performed in accordance with established policy and procedures. Work is performed with much independence in the application and interpretation of rules and laws.

Minimum Qualification Requirements

- Minimum of 3 years experience in abstracting title including 1 year experience in the Land Surveying industry or related field, or
- 4 years experience in the title industry performing 30 year title searches, or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Professional designation of C.L.S. (Certified Land-Title Searcher) from the Florida Land Title Association or an equivalent designation from a similar professional association.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts difficult title searches and abstracts legal descriptions, or other descriptive data to determine ownership of property.
- Researches and interprets code enforcement issues, easements, deeds, plats and permits.
- Abstracts property ownership and descriptions from instruments prepared by title companies and attorneys in order to determine correct title chain.
- Reviews code enforcement activities and effects on property acquisition.
- Investigates complaints and confers with property owners and/or their legal representatives in person, in writing, or by telephone concerning ownership and legal description changes and how certain conveyances affect ownership.
- Searches records and source materials from title companies, probate offices, Clerk of the Circuit Court, County Engineer, and other offices where similar materials or records are on file.
- Coordinates records research with inspectors.
- Recommends property adjustments to the Land Surveyor Specialist and/or a Senior Abstract Specialist.
- Performs information technology related duties including encoding data, data entry and retrieval, and routine computer operations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of all types of deeds, instruments and methods for granting and transferring title of property.
- Knowledge of legal descriptions and appraisal and survey terminology.
- Knowledge of Florida Real Estate Laws.

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Knowledge, Skills, and Abilities (continued)

- Ability to understand laws and regulations affecting appraisal and the theory of value as applied to property.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationship with other associates.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified