

PUBLIC WORKS RESEARCH TECHNICIAN 2

Job Code	Pay Grade
16392	CL13

Nature of Work

This is highly responsible technical work in the Public Works Department in collection of data essential for purchase of properties and/or right-of-way. An employee in this class is responsible for abstracting property ownerships and descriptions for a correct title chain. Duties involve difficult and complex assignments and procedures in processing, recording, and abstracting information from property records and other information sources and preparing abstract reports to show how chain of title was created. Duties are performed with considerable independence, discretion and judgment with reasonable latitude for technical decision making.

Minimum Qualification Requirements

- 6 years of experience in abstracting title including (3) years of experience in land surveying industry or related field; or
- 6 years of experience in the title industry performing 30 year title searches for mortgages; 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 of property ownership and descriptions for correct title chain for use in acquisitions of right-of-way and uses in other engineering projects.
- Researches and interprets deeds and probate proceedings to be used in posting changes to ownership or legal description.
- Abstracts property ownership and descriptions from instruments prepared by title companies and attorneys and others in order to determine correct title chain.
- Retrieves data from various computer inventories and appraisal files.
- Researches laws pertaining to real properties affecting County Surveying or Engineering projects and practices.
- Performs searches through other County departments, city municipalities and agencies outside the county necessary to complete title search and provide information needed to reply to requests from various governmental agencies, attorneys, real estate brokers, and citizens concerning assessment matters.
- Assists in real estate transacting and tracking official recorded documents for County ownership, easements or right-of-way.
- Evaluates existing methods and procedures to determine possible improvements and makes recommendations to the Land Surveyor Specialist.
- May supervise and train other Research Technician I's and evaluate their performance.

Knowledge, Skills, and Abilities

- Knowledge of abstracting property ownerships and descriptions for a correct title chain.
- Knowledge of all types of deeds and instruments, as well as methods for granting and transferring title of property.
- Knowledge of legal descriptions and assessment, appraisal, and survey terminology.

PUBLIC WORKS RESEARCH TECHNICIAN 2 (continued)

Job Code	Pay Grade
16392	CL13

Knowledge, Skills, and Abilities (continued)

- Knowledge of laws and regulations affecting assessment and the theory of value as to property for assessment purposes.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with public officials, real estate professionals, attorneys and associates.

For official use only

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