

## ABTRACTOR 2

Job Code	Pay Grade
20636	CL10

### Nature of Work

This is very responsible technical work in the collection and maintenance of property data essential to the evaluation of property for appraisal purposes. An associate 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. The associate is expected to make decisions requiring the application and interpretation of rules and laws. Assignments are made orally or in writing, and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations by the Assistant Deputy for Land Records and/or an Abstractor, Senior.

### Minimum Qualification Requirements

- High school graduate or possession of a G.E.D. certificate supplemented by course work in data processing, business, real estate, or a related field and 4 years of experience in an Ad Valorem Property Appraiser's or Assessor's Office, with at least 2 years of experience researching public records for chain of title: or
- High school graduate or possession of a G.E.D. certificate and 4 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 in special, emergency and/or disaster situations.
- Familiarity with information technology.
- 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 same to make changes or corrections as to ownership, legal descriptions, or other descriptive data shown on the Property Value Roll.
- 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 in order to determine correct title chain.
- Conducts abstract searches on homestead exemption applications when necessary.
- 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 on the value roll.
- 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.
- Recommends property adjustments to the Assistant Deputy for Land Records and/or Abstractor, Senior.
- Performs information technology related duties including encoding data, data entry and retrieval, and routine computer operations.
- Performs related work as assigned or required.

## ABSTRACTOR 2 (continued)

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### 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.
- 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.

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