

ABTRACTOR, SENIOR

Job Code	Pay Grade
20640	CL13

Nature of Work

This is very responsible advanced technical work that may also involve supervisory responsibility in the collection, maintenance and dissemination of data essential to the evaluation of property for county assessment purposes. An associate 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 tax assessment information from property records and other information sources. The incumbent reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 6 years of experience in a Ad Valorem Property Appraiser or Assessor's Office that includes 3 years of experience abstracting title; or
- 6 years of experience in the title industry performing 30 year title searches for mortgages; or
- Bachelor's degree in business, finance, accounting, public administration, or directly related field and 2 years experience as described above; 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 and 1 year of supervisory or team leader experience depending on area of assignment.
- 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.
- Possession of Certified Florida Evaluator designation.
- 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 and others in order to determine correct title chain.
- 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.
- Interprets laws and regulations for property owners and/or their legal representatives and explains methods and procedures used in performance of duties.
- Performs searches necessary to provide information needed to reply to requests from various governmental agencies, attorneys, real estate brokers, and citizens, concerning assessment matters.
- Conducts abstract searches on homestead exemption applications when necessary.

ABTRACTOR, SENIOR (continued)

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Illustrative Tasks (continued)

- Initiates correspondence concerning properties that have been abstracted and found to be at variance with ownerships or descriptions on the Property Value Roll.
- Evaluates existing methods and procedures to determine possible improvements and makes recommendations to the Assistant Deputy for Land Records.
- Performs related work as assigned or required.

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.
- Knowledge of laws and regulations affecting assessment and the theory of value as to property for assessment purposes.
- Knowledge of the operation of the Property Appraiser's Office.
- Ability to apply computer applications and software.
- 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.

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Revised	EEOC Code	Overtime Code
6/09	Technicians	Classified