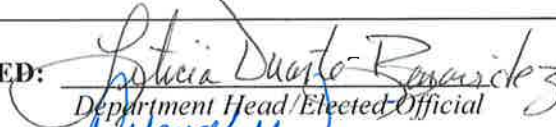
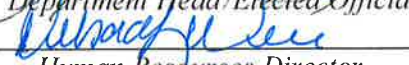


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Title Examiner	PAY GRADE: B22
DEPARTMENT: Assessor's Office	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Title Examiner Supervisor	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:  Department Head/Elected Official	3-29-19 Date
 Human Resources Director	4/1/2019 Date

I. PURPOSE SUMMARY. Under the direction of the Title Examiner Supervisor, performs a variety of specialized functions relating to conveyances of real property and maintaining Assessor's records. Provides assistance to the general public and administrative support functions

II. ESSENTIAL DUTIES.

- Data entry of information related to real property transfers and tax exemptions, including but not limited to property owner names and transfer document information;
- Reviews, examines and processes deeds, land contracts, and other real property conveyances to establish ownership for Assessor's records;
- Provides the general public and other Doña Ana County Departments with information regarding deeds, chains of title, subdivision maps, and other information affecting real property ownership and transfers;
- Required to understand and respond to real property ownership questions from the general public and other Doña Ana County Departments;
- Conducts research into problem accounts and/or customer concerns regarding real property ownership and Assessor's records;
- Contacts real estate owners, title companies, attorneys, and others by telephone, email, or mail to correct deficiencies in transfer documents;
- Participates in any and all Doña Ana County and Assessor Department training;
- Provides reports to the Title Examiner Supervisor and/or County Assessor regarding department activity and production;
- Responsible for knowing and abiding by all Doña Ana County and Assessor Department policies and procedures.

III. ADDITIONAL DUTIES. Performs other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. A minimum of a high school diploma or equivalent.

C. Experience. Two (2) years of experience in examining real estate transfer documents, chains of title and other matters related to real estate ownership. Bilingual English/Spanish preferred.

D. Education/Experience substitution. In accordance with County policy.

E. Licenses/Certifications. Must have a current valid NM or TX driver's license.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check, driver's license record.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION: Must have knowledge of: General office practices and procedures; analyzing and processing various types of deeds and other documents, chains of title, real property ownership interests, and legal descriptions pertaining to real estate ownership; principles and practices of real property title examination, and laws, statutes; regulations and ordinances affecting documents and real property title processes; Business English, spelling, grammar, punctuation, basic arithmetic, general office equipment and computer literacy with applicable software.

Must have the ability to: Communicate, exercise independent judgment, understand and respond to land ownership questions from the public relating to Assessor's records; utilize necessary computer applications and answer telephone inquiries; maintain accurate records and attention to detail; understand and follow broad or complex instructions; Use initiative and independent judgment while recognizing when to refer matters to the attention of the Title Examiner Supervisor; Maintain effective and cooperative working relationships with others; Understand and analyze various types of legal descriptions and documents.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements

3. GUIDELINES AND JUDGMENT. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS. While performing the duties of this job, the employee will usually remain sitting, but the employee must also routinely stand or move about the work environment in the normal course of performing job duties. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, and occasionally in excess of 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to reliably and consistently move between work-related sites within the County.

5. WORK ENVIRONMENT. Essential duties are performed indoors under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. SUPERVISORY RESPONSIBILITY. Work is performed under general supervision of the Title Examiner Supervisor.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*