



Survey & Mapping Research Technician 1

Category: Classified
Pay Grade: C20
Job Code: 16390

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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; abstracts property ownerships and descriptions for correct title chain; involves review and interpretation of legal documents such as deeds, contracts, probates, and abstracting important information.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts difficult title searches and abstracts legal descriptions or other descriptive data to determine ownership of property;
- Performs searches through other departments, municipalities, and agencies as necessary to complete title searches and provide information needed to reply to requests;
- 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 internal staff;
- Performs information technology related duties including encoding data, data entry and retrieval, and routine computer operations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in abstracting title including one (1) year experience in the Land Surveying industry or related field, or four (4) years of experience in the title industry performing 30 year title searches; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.