



Survey & Mapping Research Technician 2

Category: Classified
Pay Grade: C22
Job Code: 16392

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

This is highly responsible technical work in the Public Works Department in collection of data essential for purchase of properties and right-of-way. An employee in this class is responsible for abstracting property ownerships and descriptions for a correct title chain. Performs duties involving: 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 internal staff;
- Processes and responds to citizen inquiries, requests from private surveyors, title companies or citizens requesting information, maps or documents related to public right-of-way related to roads, drainage, utilities, vacations, etc;
- Supervises and trains other staff and evaluate their performance;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and six (6) years of experience in abstracting title including (3) years of experience in land surveying industry or related field; or six (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.

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

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;
- 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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- 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 relatively safe, secure, and stable work environment.