



## **Deed Specialist**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 20630

*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 advanced technical work that may involve supervisory responsibilities, utilizing a computer system to abstract, research, and enter property data from recorded instruments affecting the county's Property Value Roll; performs work of a specialized nature in entering abstract data into a computer and/or verifying and correcting such data; conducts more difficult abstract searches by interpreting complex deeds, contracts, and probates, abstracting important information, entering data into the computer file system, and verifying the accuracy of the entered data.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts all types of abstract searches including those of greatest complexity;
- Searches records and source materials from title companies, court documents, and other records;
- Enters real property sales information into an automated file system and verifies accuracy of entered information;
- Enters information from Property Appraisal Adjustment Board decisions into an automated system;
- Reviews reports produced from the automated system to ensure accuracy;
- Performs information technology related duties including encoding data, data entry, and routine terminal operations; and
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Six (6) years of experience in an Ad Valorem Property Appraiser's Office that includes two (2) years of abstracting title experience; or an Associate's degree in finance, accounting, business, computer science, or related field plus four (4) years of experience in an Ad Valorem Property Appraiser's Office that includes two (2) years of abstracting title experience; or a Bachelor's degree as described above and two (2) years of abstracting title experience; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of all types of deeds and other recorded instruments affecting title of property;
- Knowledge of legal descriptions and appraisal, and survey terminology;
- Knowledge of information technology principles, methods, and equipment;

- Knowledge of Florida Real Estate Laws;
- Ability to apply computer applications and software;
- Ability to understand laws and regulations affecting property appraisals and theory of value;
- Ability to establish and maintain effective working relationships with customers and co-workers.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- 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 relatively safe, secure, and stable work environment.