



Abstractor, Senior

Category: Classified
Pay Grade: C20
Job Code: 20640

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 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; abstracts property ownerships and descriptions for a correct title chain.

ESSENTIAL JOB FUNCTIONS (examples, 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 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;
- Prepares correspondence informing owners of actions taken by the department;
- 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;
- 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;
- Assists the Homestead Exemption Department with heavy volumes of phone calls or work load as needed;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in an Ad Valorem Property Appraiser or Assessor's Office that includes three (3) years of experience abstracting title; or six (6) years of experience in the title industry performing 30-year title searches for mortgages; or a Bachelor's degree in business, finance, accounting, public administration, or directly related field and two (2) years of experience as described above; 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.
- 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 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;
- 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.

PHYSICAL/MENTAL DEMANDS

This is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- 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.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.