

## **COUNTY ABTRACTOR**

### CODES/PAY RANGE

Class Code: 1201

EEO Code: B

Pay Range: 214

### MAJOR FUNCTION

Responsible and specialized work in searching public records to gain information regarding County real estate transactions.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Searches public records to obtain information regarding land descriptions and land titles concerning the sale of County properties, the purchase of property by the County, special assessment districts, City/County boundaries, right of way, water retention areas, water control areas, fire control areas, wildlife control areas, recreation areas, etc., and private lands that might be related to any of the above.

Examines and reports on information contained in Abstracts of Title prior to the purchase of parcels of land for road right of way or for any other purposes.

Works with the Department of Elections in the research and study for the redistricting and reapportioning of election districts and County voting precincts. Studies information, and maps and plats are made and written precinct descriptions are created.

Negotiates for acquisition of real estate. Answers inquiries from the general public.

Assists Deed Analysts with cutouts of property, drawing, and writing legal descriptions.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of real estate, abstracts, right of way and titles. Knowledge of research techniques and methods.

Ability to search and analyze records, maps, plats, etc. Ability to communicate effectively with public, other County divisions and officials in the negotiation and purchase of real estate.

**(County Abstractor continued)**

**MINIMUM QUALIFICATIONS**

Associate=s degree in related field and five (5) years of experience in assessment and abstracting work, site and survey drafting. Must possess and maintain valid Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and legal documents, probates, reports, abstracts; ability to read maps, aerials. Ability to write complex and detailed documents including legal documents, memos, letters, and reports. Ability to speak clearly and concisely; conversant in procedures and principles of discipline. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions.

Revised 10/94