

## **DEED ANALYST/ABTRACTOR I**

### CODES/PAY RANGE

Class Code: 4331

EEO Code: C

Pay Range: 116

### MAJOR FUNCTION

Responsible technical work in making transfers of property based on deed or other conveyance, calculating land values, and assisting the public in questions relating to land parcels.

### 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.)

Researches copy of recorded instruments to ascertain location of grantees property on County parceling maps. Plots new parcel on map, and changes map to reflect sale of property to include revised measurements. Alters legal description on tax roll. Ascertains improvement is correctly located. Revises assessment values accordingly. Calculates new land values for tax roll.

Prepares data conversion form to change property records. Cuts in new condominium recorded plats on tax roll to reflect new sales.

Utilizes County parceling maps, recorded and unrecorded plats, surveys, road maps, topography maps, aerial photos, books, tax rolls and past recorded instruments in performing research.

Assists the public including county and state offices, real estate offices, lending institutions, engineering firms, surveyors, title companies, lawyers, owners and buyers, either in person or on the telephone relating to land parcels.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the procedures used in cartographic and topographic presentations on land maps. Knowledge of legal terminology used in tax assessment work. Knowledge of all types of deeds and instruments. Knowledge of the methods for granting and transferring title of property.

Ability to understand laws and regulations affecting property appraisal. Ability to express oneself clearly and concisely to the general public. Ability to establish and maintain effective working

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relationships with the public and county employees. Ability to read and interpret a wide variety of maps, plats, aerial photographs and cartographic records.

Skill in cadastral mapping and drafting.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED. One (1) year of experience in deed analysis, cadastral mapping and abstracting.

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

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see. Arm, hand and finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional instructions, manuals, procedures; memos, summaries, legal descriptions; mechanical and technical drawings and layout work, maps. Ability to communicate technical ideas, theories and procedures to layman. Ability to analyze data and develop conclusions. Ability to perform shop math.