

## **DEED ANALYST/ABTRACTOR III**

### CODES/PAY RANGE

Class Code: 4334

EEO Code: C

Pay Range: 121

### MAJOR FUNCTION

Highly responsible and complex work in making property transfers based on deed description; calculating land values; and assisting the public regarding questions relating to parcels of land in the County. Duties may include functioning as a lead worker in the absence of the activity supervisor.

### 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.)

Assists the supervisor on special problems concerning chain of title, legal descriptions, assessment, and other related problems. Performs the more complex property transferal functions within the unit. Assists other employees in locating parcels.

Transfers ownership of parcel when it required the original parcel to be split. Makes necessary changes to computer input sheet and property cards. Divides tax bills when new owners created by sale of property. Places new parcel on tax roll. Cuts in new subs, unrecorded subs and condominiums.

Assists the public with problems concerning their property. Gives information concerning legal descriptions, assessments, chain of title, location on map and of the problems relating to property ownership.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of cartographic and topographic techniques, materials, and presentations on land maps. Knowledge of legal terminology used in property appraisal work. Knowledge of legal descriptions and property appraisal terminology. Knowledge of the process used in making cutouts and changing parcels. Knowledge of cadastral mapping techniques and procedures. Knowledge of the laws and regulations relating to property transfers. Knowledge of the procedures and practices in the property appraisal office relating to making property transfers .

**(Deed Analyst/Abstractor III continued)**

based on deed descriptions and calculating land values.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED. Three (3) years of experience in abstracting, deed analysis, and cadastral mapping.

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.