

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 24, 2013**  
**CLOSING DATE: JUNE 28, 2013**

**DEPARTMENT:** Assessor

**POSITION:** Title Examiner

**LOCATION:** Globe

**JOB CODE:** 13-072

**ANNUAL SALARY:** \$25,064.00-\$37,211.20 DOE

### NATURE OF WORK

Perform highly responsible and specialized clerical activities in independently reviewing and processing records titles and legal descriptions for real property parcels listed on the Gila County secured tax roll.

### DUTIES AND RESPONSIBILITIES:

- Interprets legal descriptions and completes relevant documentation to locate, identify and make corrections to data in relation to property parcels.
- Retrieves warranty, joint tenancy, beneficiary, special warranty, quit claim deeds and resolutions, splits and combination deeds from ICRIS computer system.
- Sorts deeds by legal descriptions; verifies accuracy of legal descriptions; checks for information on DOR system; applies parcel numbers to documentation.
- Processes splits and combines parcels to corresponding legal descriptions.
- Researches and resolves problems regarding ownership of property and legal descriptions; transfers data for real property to secured tax roll system.
- Prepares and maintains daily report of documents recorded.
- Processes ownership name changes; creates corresponding labels for documents recorded.
- Drafts letters requesting information from property owners, title companies and public agencies.
- Answers incoming telephone calls; responds to questions from the general public, title companies and other relevant parties; addresses concerns about appraisals.
- Maintains complex filing system in relation to title examiner activities.
- Provides back up coverage for the front counter; answers questions regarding personal property, mobile homes, and exemptions.

### WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time, occasional lifting of file boxes; frequent use of computers and standard office equipment; may work under stress of deadlines and may encounter irate or disgruntled public.

### EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one (1) year real estate or title research experience; or equivalent combination of education, training and experience.

### KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

**Knowledge of:** Principles and practices of real estate title work; documentation relative to title examination; real property legal descriptions; methods for conducting title research; warranties, deeds, records of survey, and affidavits; assessor maps and plats; general office practices, procedures and equipment; customer service standards and protocol.

**Ability to:** Conduct all aspects of title examination; interpret legal descriptions; read and utilize maps; identify and correct property parcel data; process splits and combine parcels; transfer real property data to secured tax roll system; prepare and maintain accurate documentation and reports; conduct research and resolve issues regarding property ownership/legal descriptions; liaise with title companies and the general public; maintain complex filing systems; communicate effectively orally and in writing.

**Skills in:** Processing, examining and recording property titles; verifying legal descriptions.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.