

## SENIOR TITLE SEARCHER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves title searching, abstracting title searches and coordinating the work of subordinate technical and clerical staff. Accuracy of title searches is of primary importance. Work is performed under general supervision, with latitude for organizing and administering work. Limited supervision is exercised over the work of Title Searchers and clerical staff, such as delegating and reviewing work and training employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Examines title to ownership of property by reference to libbers, abstracts of title searches, tax records, and court records;  
Obtains and examines prints of filed maps and block sheets;  
Prepares complex title searches and abstracts on findings resulting from inspections and examinations of public records relating to title searches;  
Assigns, reviews and verifies work of Title Searchers and clerical staff, providing technical guidance and training as needed;  
Plans methods, procedures and work priorities of staff to meet deadlines, coordinating and expediting workless as necessary;  
Prepares detailed reports of title searching activities;  
Maintains transfer data and search records.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of legal documents and legal terminology related to ownership of real property;  
Thorough knowledge of tax laws, legal records and administrative procedures relating to property transfer;  
Ability to analyze complex technical and legal documents relating to the acquisition and transfer of real property quickly and accurately;  
Ability to organize large amounts of data;  
Ability to plan and supervise title searching activities in a manner conducive to full performance and high morale;  
Ability to prepare and submit detailed reports;  
Ability to perform close, detail work;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and:

- A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Paralegal Studies and two years of the experience in work providing knowledge of legal instruments and records affecting titles to real property;
- B) Four years of experience in as described in A); OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.