

TASK LIST

TITLE EXAMINER (1943)

- 1) Uses information from such documents as deeds, tax records, and survey reports in order to make additions and/or corrections in City records as needed to keep complete and accurate records of ownership and boundaries of all real property included within the City limits.
- 2) Uses indices and records of such agencies as City, County, or State governments, courts, and geographical records by contacting (via phone/email/in person) title companies or by going to title plants to locate documents containing evidence of ownership, encumbrances, easements, and/or other conditions affecting the title to real property proposed for acquisition, exchange, or use by the City in order to be sure title to property used by the City is clear.
- 3) Reads and reviews information from such documents as deeds, tax records, and survey reports in order to secure complete title records for real property proposed for acquisition, disposition, exchange, or use by the City in order for such transactions to be completed with the fewest possible problems and to avoid possible difficulties in the future.
- 4) Researches and analyzes materials such as deeds, reports of previous title searches, court cases, and laws in order to determine facts about property transfers, ownership, interests, and/or encumbrances to identify names, addresses, and legal status of persons or corporations with ownership in real property who affect or are affected by transaction of City business and/or proposed changes in policies such as dedication for public use or changes in zoning.
- 5) Reads and interprets legal descriptions, services of cartographers, survey data and other information to ascertain boundaries of property.
- 6) Reviews Drawings or sketches of boundaries of property when there are special circumstances such as a complex legal description, where overlaps or gaps are suspected, and/or when there may be areas where use is restricted.
- 7) Keeps electronic copy on database or written copy of records and/or working logs or other forms showing status of projects.
- 8) Reads, researches, and determines the effects upon interests in real property of such things as mortgages, trust deeds, quitclaim deeds, liens, easements, and restrictions on use.
- 9) Reads and provides recommendation (orally or through written communication) regarding the possible effects of court actions which may not be recorded such as probate actions or bankruptcies to management, supervisors, attorneys, etc.

- 10) Assists City appraisers to locate comparable sale prices of real property, both that bought or sold by the City and of similar property when that data is needed by researching recent sales to help establish the actual value of property which the City own or may acquire.
- 11) Write title reports, including chains of title abstracts, in standard title industry format; to identify ownership or restrictions of use on a particular property when requested.
- 12) Answers questions in person, via email, or written report, about City owned property giving such information as boundaries, descriptions, or encumbrances.
- 13) Provides City Attorney's Office with information or serves as an expert witness on title, boundaries, or other matters affecting ownership of use of real property in order to help establish ownership and boundaries of property involved in litigation.
- 14) Writes narrative material such as letters, memos, special reports and progress reports to supervisors, city departments, or others with an interest in the progress or details of a particular search (i.e ownership, restrictions, comparable sales, etc.) in order to reply to special requests for information.
- 15) Provides information, instructions or documents to the public or other City staff (via phone, email, or in person) dealing primarily with such matters as zoning variances, building permits, and conditions to be met in street vacations or other dedications in order to transact City business.
- 16) Reviews staff work in preparation of legal documents in correct form when there are variations from the standard procedures in order to produce documents which meet legal requirements in both content and format.
- 17) Drives a motor vehicle in order to get to courts, title plants and other places where records relating to real estate titles are located.