

CHIEF LAND RECORDS DIVISION, 1184

Summary of Duties : Directs employees of the Land Records Division of the City Clerk's Office engaged in the preparation and maintenance of real property ownership maps and records and in the preparation and mailing of notices of Council hearings on assessment proceedings and zoning changes; and does related work.

Distinguishing Features : The Chief Land Records Division is distinguished by the responsible nature of the administrative and supervisory duties in directing the work of the Division. Responsibilities include planning, control and coordination of all functions of the Land Records Division, establishing procedures and standards of production and quality, organizing the staff to secure maximum efficiency and maintaining liaison with appropriate City and County offices.

Examples of Duties : Plans, organizes, directs and reviews, through a subordinate supervisor, the work of employees engaged in entering changes of title into computerized records from copies of various documents; plotting divisions of real property on maps from metes and bounds descriptions; segregating and indexing those copies of legal documents affecting the titles of real property within the City limits; preparing and maintaining map records of each parcel of land in the City, delineating new subdivisions on existing map records; preparing organization charts, flow charts, and graphs for various divisions of the City Clerk's Office; preparing and mailing notices of Council hearings on proposed zoning changes and on proposed special assessments required by the State improvement acts and City ordinances; and assisting City employees and the public with inquiries at the public counter.

Decides questions of methods and procedures related to the maintenance of real property records; answers the more difficult inquiries regarding real property descriptions and ownership; makes affidavit that preparation and mailing of notices of above Council hearings conform with the forms and limitations of appropriate acts and ordinances; and prepares annual statistical reports and budget estimates concerning activities and needs of the Land Records Division. Coordinates the activities of the Division with other City Clerk divisions, other City departments, government agencies and private industry; and develops and plans, in cooperation with other divisions and departments, programs and projects of mutual interest.

Qualifications : A good knowledge of the Land Records Division and of other City and County offices and departments which have responsibilities relating to special assessments and map and real property records; a good knowledge of the provisions of pertinent State improvement acts and City ordinances relating to special

assessment procedures and the keeping of real property ownership records; a good knowledge of the methods and practices used in determining, defining and describing legal boundaries of real property; a good knowledge of real estate law and the effect of all types of legal documents on real property titles; a good knowledge of office practices and procedures; a good knowledge of the principles of supervision; a working knowledge of drafting and surveying terminology and practices; a general knowledge of California realty practices, transactions and forms; a general knowledge of Civil Service Commission Rules; the ability to read real property ownership maps and interpret legal descriptions; the ability to plan, layout, supervise and review the work of subordinate employees; the ability to plot metes and bounds descriptions of real estate holdings; the ability to use protractors, scales, compasses and straight edges; the ability to deal tactfully and effectively with subordinate employees, public officials and the general public; and the ability to prepare statistical reports and budget estimates.

Two years of full-time paid experience in a class at the level of Principal Clerk in supervising personnel engaged in one or more of the following activities: map-making, deed and document analysis, title examining, special assessment and zone charge appeals, affidavit preparation, ordinance violation referral or providing land data to the public is required for Chief Land Records Division.

Physical Requirements : Strength to perform lifting up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.