

TITLE EXAMINER, 1943  
SENIOR TITLE EXAMINER, 1947  
TITLE OFFICER, 1948

Summary of Duties : Searches and examines public and title company records to determine ownership and interests in real property and prepares abstracts and reports; or, supervises employees engaged in such work and performs the more significant title searches; or, supervises a complete title and property transfer program; and does related work.

Distinguishing Features : Employees in the classes of Title Examiner and Senior Title Examiner are responsible for the preparation of complete and accurate title reports. A Title Officer is responsible for directing a property transfer section in addition to directing a title program. Title reports are the basis for many City activities such as property negotiations, assessment proceedings, easements, and lawsuits. Employees of these classes receive specific work assignments and are expected to submit title reports in final form. A complete review of title reports is impractical because the title search would have to be redone. Therefore, title reports are only reviewed for proper form, information and logical sequence.

Employees of these classes follow well established policies and procedures recognized by the title industry. Title Examiners receive general supervision while exercising good technical judgment. Senior Title Examiners and Title Officers receive limited supervision while exercising good technical, independent, and supervisory judgement. Employees of these classes are regularly required to visit various public and private agencies and utilize their records.

A Title Examiner analyzes and evaluates title data and prepares reports showing in whom title to property vests and the effects of liens and encumbrances on title. The planning, review, and assignment of work is usually the responsibility of a Senior Title Examiner. However, this may be the responsibility of a Title Examiner where the volume and nature of the work does not require the services of a Senior. A Senior Title Examiner supervises a group of Title Examiners, while performing the more significant assignments and coordinates the title services contracted to private agencies. A Title Officer supervises a complete title and property transfer program. An employee of this class must plan and review staff's work to ensure that title recommendations and property transfer agreements conform to policy and legal requirements and that they protect the City's interests. A Title Officer is designated by ordinance as an agent of the City in executing deeds and grants conveying properties or interest in properties to the City.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Examples of Duties : Title Examiner : Searches the records of City, County, State, other governmental agencies, courts, hospitals, and title companies for evidences of ownership and encumbrances affecting the title to, and interests in, real property; operates microfilm readers; examines and determines the effects upon interests in real property of mortgages, trust deeds, quit claim deeds, dedications, tax liens, escheatments, homesteads, tidelines, abandonments, conservatorships, leases, guardianships, incompetencies, mechanic's liens, assessments, easements, zone restrictions, agreements and other encumbrances; ascertains boundaries and prepares sketches of property; assists in the sale of surplus property by answering questions on encumbrances, descriptions, and value of property; reports sale prices of real property; prepares chains of title abstracts, and title reports; may assist in the preparation of documents for property acquisition; may maintain a record as to the status of certain projects; may appear in court as an expert witness; may assign requests for title searches to other Title Examiners; and may review completed title reports for proper format and information.

Senior Title Examiner : Supervises Title Examiners engaged in searching public and title company records, determining ownership and interests in real property, and preparing abstracts and reports; performs title searches which may involve substantial liability to the City; assigns title searches and reviews title reports prepared by Title Examiners; coordinates work with other City agencies; maintains records of the status of title searches; determines the legal instruments needed to transfer title; reviews instruments such as easements, agreements, quit claim deeds, partial releases, affidavits, and consents to acquisition of easement and declaration of subordination; and may inspect real property to obtain information on physical features of property; assists in the planning of a title program; coordinates the use of a title company's plant facilities; contracts with private title companies for the preparation of title reports and reviews title information received;  
prepares correspondence; and may recommend changes in policies and procedures.

Title Officer : Directs and plans a title program; certifies public ownership of land within assessment districts; verifies City ownership of land on which public facilities are to be built; supervises the preparation of legal instruments necessary to convey or clear title; prepares reports and correspondence; may act as a member of an inspection team to determine probable methods of acquisition of land for a large project; may approve the recording of title in connection with the acquisition of property and property rights; may direct or personally perform special title searches of a confidential or highly significant nature; directs the processing of property transfer agreements involved in the acquisition or sale of real property; reviews and approves board reports requesting authority to enter into property transfer agreements and checks for accuracy of terms and conditions; ensures that the necessary instruments have been accurately drawn and properly executed; supervises the preparation of

requests for demands, placing of funds in reserve, and the release of funds upon the fulfillment of the terms and conditions of the property transfer agreement; and notifies interested offices that property acquired or relinquished has been recorded.

Qualifications:

<u>Knowledges :</u>	Title <u>Examiner</u>	Senior Title <u>Examiner</u>	Title <u>Officer</u>
Provisions of the City Charter, ordinances, California statutes, and court decisions relating to titles and interests in real property and its acquisition or sale by the City of Los Angeles;	General	Working	Good
Methods of coordinating property transfer agreements;		Working	Good
Purchasing and accounting procedures and forms;		Working	Good

Qualifications :

<u>Knowledges:</u>	Title <u>Examiner</u>	Senior Title <u>Examiner</u>	Title <u>Officer</u>
Laws and regulations related to equal employment opportunity and affirmative action;		Working	Working
Principles of supervision and personnel management;		Working	Good
Safety principles and practices;		Good	Good
Office procedures and practices;		General	Working
City personnel rules, policies and procedures;		General	General

Memoranda of Understanding as they apply to subordinate personnel;

General

General

Abilities :

Deal tactfully and effectively with other employees and the public;

x

x

x

Communicate effectively with others;

x

x

x

Prepare clear and comprehensive title reports and/or property transfer agreements;

x

x

x

Interpret maps, legal descriptions, and real estate documents;

x

x

x

Operate microfilm readers;

x

x

x

Drive a City vehicle;

x

x

x

Qualifications:

Knowledges:

Title  
Examiner

Senior  
Title  
Examiner

Title  
Officer

Maintain records on status of title searches and/or property transfer agreements;

x

x

x

Review title reports and determine the instruments needed to obtain title or property rights;

x

x

Plan, supervise, and review the work of subordinates engaged in title examining and/or processing property transfer agreements;

x

x

Two years of full-time paid experience in searching, abstracting, and examining titles to real property, including the use of all facilities of a complete title plant, one year of which was in examining titles, is required for Title Examiner.

Two years of full-time paid experience as a Title Examiner is required for Senior Title Examiner.

Four years of full-time paid experience as a Senior Title Examiner or in a position at least at that level engaged in supervising employees involved in title examining work is required for Title Officer.

License: All Classes: A valid California driver's license is required.

Physical Requirements: All Classes: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; back and leg coordination involved in activities such as stooping and kneeling; arm, hand, and finger dexterity with both hands involved in such activities as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. 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.