Code: 2542
Title: TITLE EXAMINER SPECIALIST

SUMMARY: Reviews and analyzes recorded legal documents to verify ownership and legal descriptions of property within Pima County for tax assessment purposes ensuring compliance with Arizona Revised Statutes and regulations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Determines validity and accuracy of recorded land transfer documents (deeds, patents, legal instruments, land contracts, etc.);
Researches and analyzes chains of title to verify ownership and legal descriptions of property;
Researches and exchanges information with the County Attorney's Office for property related litigation;
Determines exempt status for government owned property in compliance with statutory requirements;
May split or combine land parcels to correspond to deeds/legal descriptions, create new subdivisions, calculate acreage, determine percentages of property ownership, verify new parcel code numbers, and determine taxing authorities (irrigation, school and fire districts);
Generates both manual and automated property outlines/diagrams using Computer Aided Drafting (CAD), Geographic Information System (GIS), Land Information Systems (LIS), or similar programs and contributes information to the centralized Pima County GIS database;
Searches computerized and manual systems for historical information and coordinates with other County departments to supply/retrieve information related to land transfers;
Compares legal descriptions to the Pima County tax roll to determine if land parcels were sold whole (transfers) or in part (splits) and corrects discrepancies as required;
Corresponds/communicates with parties involved in land transfers (grantors, grantees, title companies) to advise of errors and/or recommend solutions;
Responds to questions from the public, title companies, realtors, attorneys and other County departments by providing information, checking records, interpreting maps, making copies, and resolving problems;
Maintains manual and automated files of maps, photographs, documents, and related information;
May train other staff and assign/review work.

KNOWLEDGE & SKILLS:

Knowledge of:
- title examination and analysis procedures;
- Arizona Revised Statutes relating to tax assessment and real estate;
- legal documents pertinent to title examination;
- procedures for splitting and combining land parcels;
- manual and automated techniques for deciphering and plotting legal descriptions;
- automated systems and various database management and reporting applications;
- land surveying systems, both manual and automated;
- map symbols, scales, and principles/applications of manual and automated cartography;
- mathematical concepts and applications;
- principles and practices of employee training.

Skill in:

- researching, analyzing chains of title and ownership and reviewing conveyances of title for errors;
- splitting and combining parcels of land;
- reading and interpreting maps and land surveys;
- making cartographic mathematical calculations;
- communicating effectively;
- using an automated information system for data entry/retrieval, documenting, report generation, mapping, and database management;
- using manual and automated mapping techniques (traverse, CAD, LIS, GIS);
- explaining the parceling and recording processes to the public, and soliciting additional information as needed;
- training employees and support staff.

MINIMUM QUALIFICATIONS: EITHER:

(1) Two years of experience researching and analyzing chains of title, ownership, and legal descriptions of property.

OR:

(2) One year of experience in the Pima County Assessor's Office as an Appraisal Support Specialist.

OR:

(3) Two years of experience in the Pima County Assessor's Office as an Office Support Level III or Property Appraisal Aide.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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