



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 601.1

Job Title: **LEGAL ABTRACTOR**

Pay Grade: 10

### **GENERAL SUMMARY:**

Researches, collects and chronicles instruments of public records depicting ownership of real property.

### **RESPONSIBILITIES:**

- Researches, collects and chronicles instruments of public records including deeds, deeds of trust, leases, contracts, and the like; as well as legal descriptions, tax codes, parcel numbers and descriptions of property boundaries.
- Conducts routine file searches of real property deeds and other documents relating to the purchase, transfer and ownership of real property.
- Develops a written "chain of title" on real estate property ownership.
- Reproduces copies of instruments of public record (hard copy or microfilm copy).
- Performs other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

#### **EXPERIENCE:**

Six months of experience in records research are required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

#### **SUPERVISION EXERCISED :**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Legal Abstractor  
Senior Legal Abstractor

*Effective: October 1990*  
*Revised: September 1993*