



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 605.3

Job Title: **SENIOR LEGAL TITLE EXAMINER**

Pay Grade: 19

GENERAL SUMMARY:

Performs moderately and highly complex research, evaluates the record of title information related to real property and investigates its status, and composes formal title reports covering same. Leads, trains and provides guidance to Legal Title Examiners.

RESPONSIBILITIES:

- Performs moderately and highly complex research, and evaluates the record of title information related to real property (i.e., lot/block, acreage and commercial tracts of land).
- Prepares formal title reports regarding the nature and state of the property title, restrictions, reservations, easements, and liens and takes actions required to clear title.
- Identifies areas of deficiency in real property documentation. Performs skip traces and personal interviews to locate interested parties.
- Reviews probate, bankruptcy and divorce proceedings for relevant property information.
- Works with title companies and county court systems to obtain necessary information.
- Acts as a lead and performs special analytical projects regarding the acquisition of real property.
- Maintains records on property transactions.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration or a related field.

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Six years of experience in examining titles of real property are required.

Experience in title examination may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 Title Examiner
Senior Legal Title Examiner

Effective Date: July 2000