



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 601.2

Job Title: **SENIOR LEGAL ABTRACTOR**

Pay Grade: 13

GENERAL SUMMARY:

Researches, collects and chronicles instruments of public records depicting ownership of real property; conducts moderately complex file searches.

RESPONSIBILITIES:

- Conducts moderately complex file searches of real property deeds and other documents relating to the purchase, transfer and ownership of real property.
- Researches, collects and chronicles instruments of public records including deeds, deeds of trust, contracts, and the like; as well as legal descriptions, tax codes, parcel numbers and descriptions of property boundaries.
- Compiles and documents various property transactions, including dates, parties involved, judgments, liens or other pertinent factors.
- Develops a written "chain of title" on real estate property ownership.
- Reproduces copies of instruments of public record (hard copy or microfilm copy).
- Trains, oversees and checks the work of Legal Abstractors.
- 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:

One year of experience in records research is 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 moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 representative 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 Abstractor
Senior Legal Abstractor

*Effective: October 1990
Revised: September 1993*