



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 605.2

Job Title: **LEGAL TITLE EXAMINER**

Pay Grade: 16

### **GENERAL SUMMARY:**

Performs routine and moderately complex research, and evaluates the record of title information related to real property, investigates its status, and composes formal title reports covering same.

### **RESPONSIBILITIES:**

- Performs routine and moderately complex research, and evaluates the record of title information related to real property, such as lot/block.
- 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.
- Works with title companies and county court systems to obtain necessary information.
- 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:**

Three 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 fairly standard procedures and tasks where analytic ability is required, as in the comparison of numbers and fundamental 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.

#### **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 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 Title Examiner  
Senior Legal Title Examiner

*Effective Date: October 1990*

*Revised Date: July 2000*