



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TITLE EXAMINER I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level work.

Search public records and examine titles to determine legal condition of property title. Copy or summarize (abstracts) recorded documents which affect condition of title to property (e.g., mortgages, trust deeds, and contracts). May prepare and issue policy that guarantees legality of title. Search out titles to determine if title deed is correct.

EXAMPLES OF WORK PERFORMED

Copies or summarizes recorded documents, such as mortgages, trust deeds, and contracts, affecting title to property

Examines mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify legal description, ownership, restrictions, or conformity to requirements

Analyzes encumbrances to title, statutes and case law, and prepares report outlining encumbrances and actions required to clear title

Prepares and issues title insurance policy

Searches records to determine if delinquent taxes are due

Prepares correspondence and other records

Confers with interested parties to resolve problems and impart information

Directs activities of workers searching records and examining titles to real property

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from a high school

One (1) year of related work experience

Prior title experience

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of property title principles and the exercise of good judgment

Must be able to meet deadlines and work quickly and accurately under pressure

Prior experience working as title clerks, abstractors, and title searchers

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations