



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Title Examiner
Department: Assessors
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: January 23, 2009
Last Revised: May 9, 2017
Pay Grade: A11
Union: AFSCME

SUMMARY

Performs specialized clerical support duties to maintain and process ownership records for Assessment and Tax. Identifies and locates exact properties off of legal descriptions recorded in the county. Identifies easements and other appurtenant conditions of property descriptions. Researches court documents for orders of probate, divorce, foreclosure, and bankruptcy and their implications to the level of property ownership rights. Researches the chain of title and quality of transfer to insure the proper taxpayer is recorded in the Assessment and Tax record.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receives, logs, and identifies all recorded documents for their impact on the assessment record.
2. Identifies and maps the property from recorded deeds and other legal documents for all applicable changes to the Assessment record, including ownership and exemption status.
3. Confirms correct ownership from chain of title and identifies bundle of rights appurtenant to recorded documents.
4. Assists in performing research, interprets legal documents, and prepares cartographic and geographically referenced source data for digital input.
5. Assists the public in the understanding of their ownership records.
6. Liaison to the title companies, the real estate industry and the legal practitioners who record deeds with the county clerk.
7. Assists the Data Analyst by recording circumstances unique to property transfers which may affect how their property is assessed.

8. Administers the Senior Deferral program by educating the public on the application process, confirming the completeness of the application and associated documentation, and processing the application to the Department of Revenue.
9. Administers the Disabled Veteran's and Surviving Spouse Exemptions as above and queries and corrects the assessment database.
10. Provides technical assistance to others on assigned projects and serves as a resource person to other staff on assessment and GIS related topics.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of positions in this classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Requires knowledge of legal descriptions, deed records, and court documentation including divorce decrees, trust documents, wills and probate documents, and foreclosure and bankruptcy notices and decrees. Understanding of the title industry and the bundle of rights attached to property through conveyance by deed. Ability to run out complex legal descriptions using metes and bounds and sometimes, archaic descriptions of property boundaries. Requires in-depth knowledge and facility with Assessment database.

EDUCATION AND EXPERIENCE

High school graduation or equivalency; and three years of related experience such as experience in the property titling industry or public assessment as a Title Examiner or Property Locator with computer operations involving maintenance of databases.

JOB IMPACT

The most common consequence of error would involve errors or omissions, breach of confidentiality or lack of sensitivity to issues; all of which could result in embarrassment to the department and county, financial loss and litigation.

JOB CONTACTS

This position generally has contact with the other county officials, state agencies, professionals in the field, and the public to receive or provide information.

LANGUAGE SKILLS

Ability to maintain effective working relationships with other County departments, outside agencies and the general public; deal courteously and tactfully with general public; and communicate effectively both verbally and in writing.

MATHEMATICAL SKILLS

Mathematical aptitude to follow sometimes complex descriptions of property. A basic understanding of geometry is required.

OTHER SKILLS AND ABILITIES

Skill in the operation and use of computers to maintain and update databases. Skills in the use of computer aided devices and software such as graphic work stations, and GIS software helpful.

REASONING ABILITIES

Ability to use independent judgment in making decisions within prescribed policies and procedures to make conclusions about vesting and property descriptions. .

OTHER SKILLS AND ABILITIES

Knowledge of different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; general office practices and procedures; recordkeeping. Some knowledge of geographic information system operations, terminology, data analysis and mapping. Requires understanding of geometry, the cadastral manual as published by the Department of Revenue and fundamental Real Estate Law. Ability to organize, file and retrieve materials

and documents; retrieve data from records, keep and arrange it for reporting/mapping purposes; research problems, determine source of error and correct; and establish priorities and organize own workload.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Work is performed in an office environment. Incumbents are required to perform considerable work on a computer terminal. This position is impacted by urgent time deadlines (various reporting and filing requirements), repetitiveness (data entry), uncontrollable work flow; need for extreme accuracy, attention to detail and the need to shift attention before tasks are completed (data entry, telephone interruptions).

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

| Check if required for essential job function | Activity | Never 0% | Occasionally 1-33% | Frequently 34-66% | Continuous 67-100% |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sitting - 1/2 hour plus | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving about work area | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Bending forward | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Stoop position - 1 minute plus | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Climbing stairs - 1 floor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Crawling - hands & knees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Reaching overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Lifting strength | # of pounds = | | | |
| <input checked="" type="checkbox"/> | Lifting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Patient Lifting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Lifting Overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Moving carts, etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Carry items | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dexterity/Coordination | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Keyboard Operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Rapid-mental/hand/eye coord. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Operation of motor vehicle | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speech, Vision & Hearing | | | | | |
| <input checked="" type="checkbox"/> | Distinguish colors | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Distinguish shades | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Depth perception | Describe: Aerial Photographs, Maps | | | |
| <input checked="" type="checkbox"/> | Ability to hear | Normal Speech Level: Conversation | | | |
| <input type="checkbox"/> | Other Spec. Hearing Req. | Describe: | | | |
| Exposure - Environmental Factors | | | | | |
| <input checked="" type="checkbox"/> | Heat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Wet Area/Slippery | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dust | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Smoke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Chemical Solutions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Uneven Area | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ladder/Scaffold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ionization | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Body Fluids | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |