

AUTOMATED DEED SPECIALIST 2

Job Code	Pay Grade
20626	CL10

Nature of Work

This is advanced technical work that may involve supervisory responsibilities, utilizing a computer system to abstract, research, and enter property data from recorded instruments affecting the county's Property Value Roll. An associate in this class performs a variety of deed functions and verifies and corrects data as necessary. Responsibilities include entering abstract data into a computer, conducting abstract searches on deeds by operating an automated system, and reviewing and interpreting legal documents, deeds, contracts, and probates. The position reports to the Assistant Deputy for Land Records.

Minimum Qualification Requirements

- 2 years of experience in technical work in a Property Appraiser's Office utilizing a computer system to abstract, research, and enter property data from all recorded instruments affecting title to property, or 2 years in a position comparable to Automated Deed Specialist 1 plus training or courses in property appraiser programs/operations, data processing, business, real estate or a related field; or
- Associate's Degree, technical or vocational diploma or certification in real estate, property management, business, finance, accounting, paralegal, information technology or a related field that includes experience or training in a property appraiser's office or a related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Enters real property sales information into an automated file system; verifies accuracy of information.
- Reviews reports produced from the automated system to ensure data accuracy.
- Performs information technology related duties including encoding data, data entry, and routine terminal operations.
- Conducts abstract searches.
- Searches records and source materials from title companies, courts, and recorded data.
- Performs related work as assigned or required.

Knowledge, Skills and Abilities

- Knowledge of all types of deeds, instruments and methods for granting and transferring title of property.
- Knowledge of legal descriptions and assessment, appraisal and survey terminology.
- Knowledge of Florida Real Estate Laws.
- Ability to understand laws and regulations affecting appraisal and the theory of value as applied to property.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with other associates.

For official use only

Revised	EEOC Code	Overtime Code
1/09	Technicians	Classified