

SENIOR AUTOMATED DEED SPECIALIST

Job Code	Pay Grade
20630	CL12

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 work of a specialized nature in entering abstract data into a computer and/or verifying and correcting such data. Duties involve conducting the more difficult abstract searches by interpreting complex deeds, contracts, and probates; abstracting important information, entering data into the computer file system, and verifying the accuracy of the entered data. The incumbent reports to the Assistant Deputy for Land Records.

Minimum Qualification Requirements

- 6 years of experience in an Ad Valorem Property Appraiser's Office that include 2 years of abstracting title experience; or
- Associate's Degree in finance, accounting, business, computer science, or related field plus 4 years of experience in an Ad Valorem Property Appraiser's Office that includes 2 years of abstracting title experience; or
- Bachelor's Degree as described above and 2 years of abstracting title experience; 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.)

- Responsible for conducting all types of abstract searches including those of greatest complexity.
- Searches records and source materials from title companies, court documents, and other records.
- Enters real property sales information into an automated file system and verifies accuracy of entered information.
- Enters information from Property Appraisal Adjustment Board decisions into an automated system.
- Reviews reports produced from the automated system to ensure accuracy.
- May train, advise, and edit work of Automated Deed Specialists and direct their work assignments.
- Performs information technology related duties including encoding data, data entry, and routine terminal operations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of all types of deeds and other recorded instruments affecting title of property.
- Knowledge of legal descriptions and appraisal and survey terminology.
- Knowledge of information technology principles, methods, and equipment.
- Knowledge of Florida Real Estate Laws.
- Ability to apply computer applications and software.
- Ability to understand laws and regulations affecting property appraisals and theory of value.
- Ability to establish and maintain effective working relationships with customers and co-workers.

For official use only

Revised	EEOC Code	Overtime Code
1/09	Technicians	Classified