

ABTRACTOR SUPERVISOR

NATURE OF WORK

This is technical supervisory work researching the legal history of land and maintaining the County's inventory of properties.

An employee in a position allocated to this class is responsible for supervising and participating in abstracting activities and assisting in the construction of maps to scale, to maintain the County's inventory. Work involves scheduling, assigning and supervising the work of subordinate technical employees and providing technical assistance on unusually difficult or complex problems. Work is assigned and reviewed by an administrative superior.

EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Supervises and participates in the researching of the legal histories of parcels of land.

Reviews legal histories prepared by subordinate personnel.

Assigns work to subordinate personnel.

Maintains the County inventory.

Researches data from maps, photos, deeds, and easements.

Assists in the construction of maps to scale; lays out and describes parcels of land.

Abstracts from public records information necessary for chains of title for land parcels.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of abstracting procedures in researching legal histories of parcels of land.

Considerable knowledge of the various sources of public recording of real estate information.

Some knowledge of drafting and cartography.

Skill in the use of mechanical drafting equipment.

Ability to plan, assign and supervise the work of subordinates.

Ability to abstract from public records.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; considerable experience in abstraction, legal histories of parcels of land; some experience in mechanical drafting; or any equivalent combination of related training and experience.