

POSITION AVAILABLE

Issued: 12/20/2018

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

TITLE SEARCHER

This position is located at the Steuben County Clerk's Office

The work involves responsibility for the independent performance of specialized complex clerical work involving property title research and the preparation of abstracts of legal records affecting property titles. The work is carried out in accordance with well-established and strictly defined legal procedures and techniques applicable to the work and involves the research in, and interpretation of, legal instruments relating to and affecting property titles. The resulting abstracts are certified as accurate and complete and are used to establish clear titles, as a result of which transactions frequently involving considerable sums of money, both public and private, are made. The work also involves performance of other specialized clerical and account-clerical duties. Work is performed under the general supervision of a higher-level staff member or possibly a department administrator, with some leeway allowed to the incumbent for the exercise of independent judgment in the completion of assignments as long as the established procedures and processes are strictly adhered to and followed. Direct supervision may be exercised over the work of one or possibly more subordinate clerical worker(s) who is/are assigned to assist with the preparation of abstracts and other related documents. Assignments made to employees in this class may require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

MUST BE SUCCESSFUL IN A CIVIL SERVICE EXAMINATION AT A LATER DATE.

RESIDENCY REQUIREMENT

Candidates must be legal residents of Steuben County.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally-accredited or New York State-registered college or university with an Associate's Degree in Secretarial Science, Paralegal Studies, Business, Surveying, Drafting, Engineering Technology, or a closely-related field, and two years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property; or
- (b) Four years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property; or
- (c) Two years of full-time or equivalent part-time paid experience as a title searcher for a title company doing business in New York State; or
- (d) Any equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SALARY/BENEFITS ✓ \$34,587 annually; (\$40,691 after one year)
✓ NYS Retirement and an excellent benefits package

Send application by January 17, 2019 to:

Mary Jo Snyder, Confidential Secretary

Steuben County Department of Personnel, 3 East Pulteney Square, Bath, NY 14810