

# **LAND RECORDS TECHNICIAN I**

## **JOB PURPOSE AND SUMMARY**

This position performs process work associated with land records, land segregation, and parcel changes and serves as a contact for customers (citizens, developers, etc.) regarding these technical issues. Employees in this class perform basic technical process work, including interpreting, researching, and drafting legal descriptions and providing parcel maps and information on ownership and legal descriptions. Much of the work is performed on computer and requires basic competency in the use of computers. Customer service is a key focus and is foundational for all technical work and processes. Customer contact occurs primarily by phone, but also involves in-person and mail requests.

Work involves specific and typically routine tasks and is performed according to standard formats and specific direction. Requires knowledge of legal descriptions and documents, cadastral principles and terminology. Work performed at this level is reviewed for quality, thoroughness, timeliness, accuracy and conformance to established policies and procedures, and, when appropriate, for attitude and effectiveness in dealing with others. Work assignments are made and reviewed by the leadworker or manager.

## **CLASSIFICATION DISTINCTIONS**

This is the entry level in the Land Records Technician job family. It is intended for employees with strong technical and customer service skills, but without specialized expertise in the County's land records and segregation processes and procedures. Basic competency using computerized applications is expected upon entry. At the Technician II level, incumbents are expected to have all the requisite knowledge, skills, and abilities to handle nearly the full range of land records and segregation processes with minimal supervision and/or assistance.

Incumbents work with some independence in performing routine job duties, but receive detailed instructions and close supervision when assigned new or non-routine tasks. The leadworker or manager is available for assistance and guidance in case of difficult or complex customer service requests or interactions. Duties differ from the Land Records Technician II in that incumbents at that level apply advanced knowledge of land segregation functions to address complex parcel related issues such as tidelands, leases, BPA easements, etc. Incumbents at the Technician I level will learn to perform the more complex technical work and to assist customers with more difficult requests and inquiries.

The Land Records Technician I is alternately staffed with the Land Record Technician II level. Incumbents at the entry level are eligible for promotion to the next level with manager approval when they demonstrate possession of the knowledge, skills, and abilities to fully perform the higher level work and when they successfully pass the written examination for the Technician II level.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Reads, interprets and researches legal descriptions and documents as they relate to chain of title. Drafts legal descriptions both manually and by computer. Prepares drafts of ownership and lot boundary changes.
- Processes documentation to show new and altered land transactions. Completes transfers manually and may update computer records as necessary.
- Answers basic questions on parcel data and segregation procedures. Responds to State, County, and private agency questions on land records and segregation.
- Assist employees and the general public with requests for parcel maps and information about ownership and legal descriptions.
- Examines a variety of map data such as photography, road plans and utility maps as they relate to determine parcel location. Computes acreage and square footage using cartographic methods.
- Uses related computer applications in accomplishing the work, including ARC/INFO.
- Other related duties as assigned.

**QUALIFICATIONS****Education and Experience:**

One to two years experience researching, interpreting and drafting legal descriptions. Two years of college level education in land records management, surveying, or a related field is helpful and may substitute for a portion of the required experience.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of . . .** legal descriptions pertaining to land ownership, research methods to determine right of way and ownership history (Chain of Title), principles of geographic mapping and cartography, and mathematics, effective methods and principles of customer service and problem-solving.

**Ability to . . .** read, understand and work with legal descriptions and interpret legal documents; understand and respond to mapping requests from the public; learn and keep updated on technical processes and trends associated with the work, learn and use related computer programs including ArcView and ARC/INFO, and establish and maintain working relationships with employees and the public.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

Work is performed primarily in an office setting while sitting at a desk, returning phone calls, processing information on the computer. Customer interaction may also occur at the customer service counter/area, requiring some standing. Incumbents retrieve information from remote file locations, necessitating walking. Incumbents must listen, speak, read and interpret information from written or printed sources and on the computer. The incumbent spends a significant amount of that time retrieving information from the computer, requiring repetitive motion of the hand and wrist, and retrieving information from remote file locations, requiring walking, climbing stairs, bending, crouching, reaching and lifting files and objects up to 24 pounds in weight.

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